



KENNEWICK GRID KIDS FOOTBALL

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Bylaws and Rules: 2023 Edition

KENNEWICK GRID KIDS FOOTBALL ASSOCIATION

# Bylaws and Rules

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## Article 1: The Association

### 1.1 Association Name

The name of this organization is Kennewick Grid Kids (KGK) Association, which is an incorporated association organized under the laws of the State of Washington and operating as a "Member Association" of KGKs' Association.

### 1.2 Purpose and Charter

The Mission of the KGK Association is to promote the game of football for all youth 5 to 13 years old in the greater Tri-City area by:

- Protecting player athletes from exploitation by special interest groups
- Emphasizing interscholastic activities as an integral part of athletic development
- Formulating and maintaining policies, which will cultivate the ideals of good sportsmanship
- Promoting uniformity of standards within and between organizations
- Providing a clear channel of communication for all member organizations
- Encouraging and promoting diversity of its membership at all levels of the KGK Association

### 1.3 Mission Statement

The KGK shall strive to provide opportunities for athletic participation that fosters achievement, respect, equity, enthusiasm, and excellence in a safe and organized environment.

### 1.4 Association Function

The KGK shall pursue its purpose by organizing and promoting programs within the scope of its charter and, toward that end, shall:

Recruit and coordinate volunteers in numbers sufficient to staff and support the KGK Association's activities

Form organizations to be affiliated with the KGK Association and assign players to those organizations consistent with the objectives of the KGK Association

## Article 2: The Membership

### 2.1 Qualification

Every head coach, player, and parent/legal guardian of a player participating within a KGK organization, administrator (paid or volunteer), and other active volunteer who participates directly in the work of KGK, shall be a "Member" for the roster year in which they participate. The roster year ends at the conclusion of the annual meeting.

### 2.2 Voting Members

Voting members consist of the Executive Committee, each Organization Head Coach, and Board of Directors Members defined as having voting privileges in [Position Descriptions](#).

### 2.3 Board of Directors

The Board of Directors shall be a collective group of the following positions:

- President
- Vice President
- Secretary
- Treasurer
- Equipment Manager
- Player Safety Coordinator
- Game Day Coordinator
- Marketing and Outreach Coordinator
- Sponsorship / Fundraising Coordinator
- Uniform Coordinator
- Cheer Coordinator
- Volunteer Liaison
- Head Coach from each KGK Organization

### 2.4 Board Member Compensation

No Voting Member (Executive Committee Member, Board of Directors Member, or Head Coach of an organization), coach, assistant coach, team parent, cheer coordinator, or appointed non-voting member shall receive compensation for their services pertaining to their position with the Association but may receive reimbursement for expenditures incurred on behalf of the Association, provided such reimbursement follows the [Authorization of Expenditures](#) and Purchases policy found in these bylaws

## Article 3: Association Finances

### **3.1 Fiscal Policy**

The Executive Committee will adopt and from time to time review a fiscal policy setting out a formal procedure that will govern internal controls, the signing of checks, the obligation of funds, approval of contracts, leases, deeds, and mortgages, and other significant aspects of the Association's fiscal operation. The fiscal policy will assure that the Association follows 501(c)3 guidelines and standards and will have sound financial controls that are appropriate to its size and purpose using generally accepted accounting principles.

### **3.2 Authorization of Expenditures and Purchases**

Authorization of expenditures and/or purchases in the name of the Association must gain prior approval by simple majority of the Executive Committee and be recorded as an official record of the Association. Payment or reimbursement will only be authorized when backed with adequate sales receipt or invoice.

### **3.3 Compensation to Employees/Independent Contractors**

The Association shall set compensation rates for employees and independent contractors by no later than June for the upcoming season and shall be approved by a simple majority vote of the Executive Committee. Compensation rates shall be determined after completing a wage survey of comparable positions in comparable associations in the same geographical area (i.e. a survey of referee compensation in other youth sports leagues in southeast Washington). Compensation surveys shall be kept in the Treasurer's records.

### **3.4 Taxes**

Any and all tax returns or statements required by Washington State and Federal laws shall be prepared by the treasurer and reviewed by the president. This shall be the primary responsibility of the Treasurer to coordinate and report to the Board of Directors information as necessary. This includes but is not limited to B&O Taxes, Sales Taxes, Corporate Taxes and any other taxes which the Association may have a legal obligation to file.

## Article 4: Conflict of Interest

### 4.1 Definition of Conflict of Interest

A conflict of interest occurs any time a Voting Member has a financial or personal interest in any matter coming before League.

For purposes of this provision, the term “interest” shall include personal interest, interest as director, officer, member, stockholder, shareholder, partner, manager, trustee or beneficiary of any concern. It shall also include having an immediate family member who holds such an interest in any concern.

For purposes of this provision, the term “concern” shall mean any corporation, association, trust, partnership, limited liability entity, firm, person, or other entity besides the organization.

### 4.2 Conflict Disclosure

Voting Members of the Association shall be required to complete a Conflict of Interest Disclosure Form at the beginning of their term disclosing any and all current or potential conflicts of interest. Voting Members whose terms last for more than one (1) year shall complete a Conflict of Interest Disclosure Form annually at the January General Board Meeting. Forms shall be kept by the Association Secretary and be readily accessible for review in meetings if needed. Voting Members are expected to update disclosure forms in the event a new conflict of interest or potential conflict of interest arises.

Voting Members shall advise the Association if a previously undisclosed conflict of interest or potential conflict of interest arises based on a matter being heard by the Association.

### 4.3 Disqualification

No Voting Member of the Association shall be disqualified from holding any position in the Association by reason of any disclosed conflict of interest. A Voting Member of the Association shall not be disqualified from dealing, either as vendor, purchaser or otherwise, or contracting or entering into any other transaction with the Association or affiliate of the Association. No transaction of the Association shall be voidable by reason of the fact that any Voting Member of the Association has an interest in the concern with which such transaction is entered into provided:

- The interest of such Voting Officer is fully disclosed to the Voting Members.
- No interested Voting Member may vote or lobby on the matter or be counted in determining the existence of a quorum at the meeting at which such matter is voted upon.
- Any transaction in which a Voting Member has financial or personal interest shall be approved of by a simple majority of the Voting Members not interested or connected as being in the best interests of the Association.
- Payments to the interested Voting Member or the concern he/she is affiliated with shall be reasonable and may not exceed fair market value.
- The minutes of the meeting at which such votes are taken shall record such disclosure, abstention, and rationale for approval.

## Article 5: Meetings

### 5.1 Notice of Meetings

Members of the Board of Directors and Head Coaches will receive notice of any scheduled meeting a week in advance.

Members of the Board of Directors shall otherwise be given three days prior notice of any special meetings of the Board of Directors, which only the president (or if absent, the vice president) shall have the authority to call.

### 5.2 Annual Board Meeting

The KGK shall hold an annual meeting on a date to be determined by the president, within 30 days following the KGK Super Bowl, for the purpose of conducting the following business:

- President's progress report
- Treasurer's report of KGK finances
- Election of the Board of Directors
- General discussion from the floor
- Adjournment

### 5.3 Special Meetings

The Board of Directors may call a special meeting at any time and make a reasonable attempt to contact all Board Members announcing the meeting.

Head coaches may call a special meeting by delivering a written petition to the secretary specifying the intended purpose of the special meeting and signed/endorsed by a simple majority of the head coaches. Within three days of receiving such a petition, the secretary shall provide as much notice as possible prior to the special meeting to all of the head coaches and Board of Directors Members specifying the date, time, and purpose of the special meeting.

### 5.4 General Board Meetings

General meetings are held off season and during the season to conduct general KGK business. It is a requirement that Head coaches attend all general meetings or provide a proxy from your organization to attend. If you fail to do so, you will lose your 1<sup>st</sup> round draft pick for each meeting missed starting with E level.

### 5.5 Executive Committee Meetings

Executive Committee meetings are closed door meetings held monthly to discuss sensitive KGK information, prepare for General Board Meetings, or hold work sessions. Meetings should be attended by Executive Committee Members.

The secretary shall record the minutes of all Executive Committee Meetings, email them to other Executive Committee members, and make them available to the public upon request

## **5.6 Cyber Meetings**

The Board of Directors will make every attempt to hold meetings in person. In the event an urgent matter arises that cannot wait until the next regularly scheduled board meeting and it is not feasible to call a special meeting a cyber vote may be used as a last resort.

A cyber meeting/vote may be motioned by any voting member but must be approved by the President. The motion will then be forwarded to the secretary for recording and to email members of the Board of Directors. A discussion period of not less than 12 hours shall be allowed and times communicated to the voting members. At the expiration of the discussion period the secretary will provide a link for online voting and an expiration time for votes.

Normal rules for voting shall apply, including a quorum of replies. The secretary shall record votes and enter results into the league minutes and official record.

## **5.7 Meeting Chair**

The president shall serve as the chair of all meetings.

## **5.8 Meeting Quorum**

A quorum for any meeting shall consist of a simple majority of the Executive Committee.

## **5.9 Proxy Votes**

Voting members as defined in [“The Members”](#) can assign their vote to the president in written or e-mail format. Written authorization of a proxy vote must be made and presented before the time of the meeting. For voting purposes noted in the meeting minutes it should state that the person “voted by proxy.”

## Article 6: Board of Directors

### 6.1 Powers and Duties

The Board of Directors has the authority and responsibility to act as an ambassador of KGK and participate in business functions as assigned. Responsibilities of the Board of Directors are as follows:

- Attend annual, regular, and special meetings of the Board of Directors
- Develop, review, and enforce Bylaws
- Develop, review, and enforce Rules of Competition
- Establish a yearly calendar of events
- Organize and run KGK tryouts
- Represent KGK and conduct business functions as outlined based on position (See [Position Descriptions](#))
- Serve on and act as the liaison to any KGK committee organized to provide support for programs falling within the areas of the member's key responsibilities as defined in [Position Descriptions](#) in these bylaws
- Other duties and responsibilities as assigned by the Executive Committee.

### 6.2 Structure and Members

The Board of Directors shall consist of a minimum of 10 and maximum of 16 voting members and consist of the following positions:

- President\*
- Vice President\*
- Secretary\*
- Treasurer\*
- Equipment Manager\*
- Player Safety Coordinator
- Game Day Coordinator
- Marketing and Outreach Coordinator
- Sponsorship/ Fundraising Coordinator
- Cheer Coordinator
- Uniform Coordinator
- Volunteer Liaison
- Head Coach from each KGK Organization\*

\*Denotes the minimum Board of Director positions required to operate KGK.

#### 6.2.1 Non-Voting Members

The Executive Committee may create non-voting positions and committees to facilitate KGK operations at any time. The positions may include but are not limited to: website administrator, head referees, uniform coordinator, concessions manager, or other positions as the Executive Committee deems necessary.

### **6.2.2 Holding More Than One Position**

Other than the Vice President or Head Coaches, no other Board of Directors member may hold more than one position. In the event a Board member holds more than one position, that member is only allowed one vote in Board decisions

## **6.3 Terms and Limits**

Each Board of Director Member is elected at the annual meeting to serve a one-year term starting from the conclusion of the annual meeting to the subsequent annual meeting.

There shall be no limits to the number of terms a Board of Directors Member can serve.

### **6.3.1 Head Coach Exception**

Head Coaches are exempt from the terms and limits set forth in this article. See [Tenure of Head Coaches](#).

## **6.4 Nominations**

During the time that the general membership is notified of the upcoming annual meeting, the secretary shall instruct the webmaster to post a solicitation on the website and social media and head coaches will email all members of their organizations at their last known e-mail address, requesting volunteers to run for office for the upcoming season. Nominations will be accepted up to the time elections commence.

## **6.5 Elections**

Nominees for Board of Directors positions will be allowed to speak at the election meeting stating their qualifications, vision, and reasons they should be elected. Current Board of Directors and Head Coaches may, at their discretion, ask questions of nominees prior to a vote. Each Board of Directors Member will be elected by the head coaches by secret ballot. In the event of a tie, when three or more people run for a position, the person not included in the tie shall step down from the election and another vote shall happen.

## **6.6 Vacancies after the Annual Meeting**

A vacancy of any Board of Director position shall be filled by the head coaches at either the annual meeting, a general meeting, or a special meeting called for that purpose, or if sooner, by the following:

- The Executive Committee shall determine the need to fill the position based on time of year and the necessity of filling the position or waiting until the annual general membership meeting
- Vacancies will be filled with a vote by a majority of the head coaches
- Vice president shall automatically succeed the office of the president in the event of a vacancy in that office

## **6.7 Removal of a Board Member**

A Board of Directors Member may be removed from office for the following:

- A Board Member that cannot pass the background check will automatically be removed from the Board of Directors without a vote.
- A Board of Directors Member who is unable to carry out the duties of office for a period of 90 days, at the end of the 90<sup>th</sup> day, may be removed from office by a simple majority of the voting members.
- After three consecutive unexcused absences from regular board meetings a board member may be removed from office by a simple majority of the voting members



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- Severe or repeated violations of the bylaws or code of conduct may result in removal from the Board of Directors by a simple majority of *all voting members*.

## Article 7: Position Descriptions and Responsibilities

### 7.1 President

The powers and duties of the president shall be to:

- Serve on, and preside over all meetings
- Act generally as the liaison between the Executive Committee, Board of Directors, head coaches, and team parents
- Serve on the Executive Committee or KGK committees as the Board of Directors may consider appropriate
- Oversee the work of all of the other Board of Directors Members and their supporting volunteers, if any
- Organize, preside over, and deliver a report on the status of KGK at the annual meeting
- Sign deeds, mortgages, bonds, contracts, or other instruments, except in instances where the president is unavailable to sign, then the Executive Committee will appoint the vice president
- Along with the secretary, run the draft in a manner consistent with these KGK bylaws and rules
- Sign up for and assist at in person registration events based on the staffing needs of the league
- Sign up for and complete a number of field monitor shifts throughout the season based on needs of the league
- Authority to sign checks
- Member of Executive Committee
- Member of Disciplinary Committee
- Voting Member

### 7.2 Vice President

The powers and duties of the vice president shall be to:

- Perform the duties of the president in times of the president's absence, including, if necessary, representing the KGK on the Executive Committee; and act generally as the liaison between the Executive Committee, head coaches, and team parents
- Succeed to the office of president in the event of the president's resignation or removal
- Chair, or oversee the chair and the work of, each KGK committee formed by the Board of Directors as requested
- Coordinate concession stand to include schedule, staffing, and inventory
- Sign up for and complete a number of field monitor shifts throughout the season based on needs of the league
- Sign up for and assist at in person registration events based on the staffing needs of the league
- Authority to sign checks
- Member of Executive Committee
- Member of Disciplinary Committee
- Voting Member

### **7.3 Secretary**

The powers and duties of the secretary shall be to:

- Serve on and record minutes of the meetings for the Board of Directors and post on the Website
- Give any required notices of meetings in the manner these Bylaws specify
- Serve as general custodian of records for the KGK
- Along with the president, certify the individuals chosen by the Board of Directors to serve as the "Delegate" to each annual meeting or special meeting of the KGK
- Participate in the work of each KGK committee formed by the Board of Directors and maintain records for said committees
- Run KGK registration
- Coordinates head team moms, holds trainings and informational meetings, and act as a liaison between the Board of Directors and team moms.
- In conjunction with the President and Game Day Coordinator, create and distribute game schedules
- Work with the Fundraising Coordinator to set and distribute picture schedules and locations
- Sign up for and assist at in person registration events based on the staffing needs of the league
- Sign up for and complete a number of field monitor shifts throughout the season based on needs of the league
- Member of the Executive Committee
- Member of Disciplinary Committee
- Voting Member

### **7.4 Treasurer**

The powers and duties of the treasurer shall be to:

- Provide regular financial reports to the Board of Directors
- Develop a budget alongside the positions that require a budget
- Assume key responsibility in the areas of KGK accounting, budgeting, finance, and such other areas as the Board of Directors may assign Authority to sign checks
- Responsible for receiving detailed financial report(s) from the Sponsorship and Fundraising Coordinator.
- Responsible for filing all applicable tax return information for the league annually or upon designated tax term.
- Sign up for and complete a number of field monitor shifts throughout the season based on needs of the league
- Sign up for and assist at in person registration events based on the staffing needs of the league
- At expiration of his/her term of office, or in case of his/her removal, pay and deliver to his/her successor in office, all monies, books and property of the association or in the absence of a successor, to the league President.
- Member of the Executive Committee
- Voting Member

### **7.5 Equipment Manager**

The powers and duties of the equipment manager shall be to:

- Be accountable for helmet refurbishment
- Creates a helmet inventory report for passing on to future equipment managers
- Organize, inventory, and order all equipment before the season starts and throughout the season, making sure that all equipment is up-to-date and safe

- Helmet accountability
- Year-end helmet list and master key list to pass on to future equipment managers.
- Sign up for and complete a number of field monitor shifts throughout the season based on needs of the league
- Sign up for and assist at in person registration events based on the staffing needs of the league
- Member of the Executive Committee
- Voting Member

## **7.6 Player Safety Coordinator**

The powers and duties of the player safety coordinator shall be to:

- Assure that all practice and game day playing surfaces are safe for player use
- Along with Equipment Manager, assure that all KGK loaned equipment and medical kits are satisfactory and meet National Operating Committee on Standards for Athletic Equipment (NOCSAE) guidelines/certifications.
- Along with Equipment Manager, shall oversee equipment fittings at all gear handouts.
- Become First-Aid certified and coordinate the certification of any other members.
- Ensure all player medical incidents are reported and followed in accordance with the "Player Injury Protocol", listed as appendices to this document.
- Sign up for and assist at in person registration events based on the staffing needs of the league
- Sign up for and complete a number of field monitor shifts throughout the season based on needs of the league
- Member of the Executive Committee
- Member of the Disciplinary Committee
- Voting Member

In the event that this position remains unfilled, the duties of this position shall be divided up by the Executive Committee members and overseen by the President. The "Player Injury Protocol" shall be established by the Player Safety Coordinator and Executive Committee during each league year. The protocol shall be publicly published and distributed to members.

## **7.7 Game Day Coordinator**

The powers and duties of the game day coordinator shall be to:

- Coordinate with the executive committee in the creation/execution of the "Rules of the Game" test for coaching requirements.
- Report full results of "rules test" to team head coaches for their organization and results for all coaches to the volunteer liaison.
- Attend and coordinate all games or jamborees hosted at the association's home location
- Ensure the league schedule of games are executed as scheduled and relatively on time.
- Organize and schedule referees for games.
- Organize and schedule volunteers/referees for field setup and tear down.
- Organize and schedule field monitors
- Coordinate the collection of game results, scores, field reports, and incidents. These shall be reported to the Executive Committee at the completion of the day.
- Coordinate their replacement for daily tasks, on a case by case basis, if they are unable to realistically fulfill them, with prior approval of their replacement from the Vice President.
- Sign up for and assist at in person registration events based on the staffing needs of the league

- Sign up for and complete a number of field monitor shifts throughout the season based on needs of the league
- Member of the Disciplinary Committee
- Voting Member

In the event that this position remains unfilled, the duties of this position shall be divided up by the Executive Committee members and overseen by the Vice President.

### **7.8 Marketing and Outreach Coordinator**

The powers and duties of the marketing and outreach coordinator shall be to:

- Establish marketing campaigns for promotion of the league, its mission, and the upcoming season
- Establish outreach campaigns in the community in support of the league and its mission
- Coordinate all association mailings and maintain an approved association mailing list, both physical and electronic addresses.
- Work with the executive Committee to create communication strategies for all matters
- Work with the executive Committee to create change management strategies for all matters
- Work with the secretary and any website administrator(s) to keep the site up to date
- Work with the President to oversee any official league positions on matters concerning non-members and the public at large
- Sign up for and assist at in person registration events based on the staffing needs of the league
- Sign up for and complete a number of field monitor shifts throughout the season based on needs of the league
- Voting Member

In the event that this position remains unfilled, the duties of this position shall be divided up by the Executive Committee members and overseen by the Secretary

### **7.9 Sponsorship / Fundraising Coordinator**

The powers and duties of the sponsorship / fundraising coordinator shall be to:

- Coordinate the solicitation of all league and team sponsorships in accordance with state and federal nonprofit regulations. Work in conjunction with the treasurer.
- Solicit in person, or by letter, returning as well as new potential sponsorships for the league, including telephone, email and/or letter follow-up. Letters shall be drafted in accordance with all requirements specified by state and federal non-profit regulations.
- Achieve or exceed requirements of the annual budgeted financial sponsorship and fundraising goals of the association.
- Encourage all association organizations to solicit and obtain team sponsorships. Track all sponsors and forward to treasurer.
- Track sponsors obtained and develop a recognition program to announce sponsors at all home games (banners, advertisements, announcement, etc.)
- Coordinate the procurement and delivery of all sponsorship plaques provided to each sponsor at the end of the season.
- Coordinate the solicitation of all league and team fundraising in accordance with state and federal non-profit regulations, ensuring that all fundraising ideas/concepts are brought before the executive Committee for approval prior to implementation.
- Solicit, coordinate, and schedule food truck vendors

- Chair any large scale community fundraising events (i.e. golf tournaments or similar) with the fundraising coordinator
- Implement, with help from the treasurer, financial control methods associated with the distribution and retention of major association fundraising efforts including but not limited to, raffles, walk-a- thons, parades, spirit wear etc.
- Secure bids and proposals for league photography with an emphasis on profit-sharing/fundraiser opportunities for the league and present proposals to the board of directors for final selection.
- Work with the Secretary to set and distribute picture schedules and locations

In the event that this position remains unfilled, the duties of this position shall be executed by the Vice President.

### **7.10 Volunteer Liasion**

The powers and duties of the volunteer liaison shall be to:

- Recruit volunteers and coaches for open positions within the league. This may include cheer and flag coaches as requested by head coaches or applicable coordinator.
- Work with the secretary to open volunteer registration
- Maintain a database of all coaches and volunteers cleared for league activities (i.e. registration complete, background check cleared, required trainings and certifications up to date)
- Manage KGK volunteer badges
- Act as the league contact for USA Football and coordinate USA football and league specific training for all league coaches and volunteers.
- Ensure all coaching personnel and volunteers are appropriately certified before instructing any athlete in practice, scrimmages, or games.
- Sign up for and assist at in person registration events based on the staffing needs of the league
- Sign up for and complete a number of field monitor shifts throughout the season based on needs of the league
- Voting Member

In the event that this position remains unfilled, the duties of this position shall be divided up by the Executive Committee as follows:

- Duties relating to volunteer registration will be the responsibility of the secretary
- Duties relating to badging and volunteer database will be the responsibility of the secretary
- Duties relating to training and USA football coordination will be the responsibility of the President
- Duties relating to recruitment will be the responsibility of the Vice President assisted by Head Coaches

### **7.11 Cheer Coordinator**

The powers and duties of the cheer coordinator shall be to:

- Work with the Marketing and Outreach Coordinator to promote the league's Cheer Program
- Respond to parent/community requests for information regarding the league's Cheer Program.
- Work with treasurer to create and adhere to a budget for annual equipment and expenditure needs.
- Work with cheer coaches to set uniforms
- Coordinate with uniform coordinator and/or secretary to order uniforms through a league approved vendor.
- Coordinate league entries in local parades with particular emphasis on parades immediately preceding or during registration

- Coordinate, organize, and run cheer specific events such as performance opportunities, clinics, annual showcase, and Superbowl halftime shows.
- Sign up for and assist at in person registration events based on the staffing needs of the league
- Sign up for and complete a number of field monitor shifts throughout the season based on needs of the league
- Voting Member

In the event that this position remains unfilled, the duties of this position shall be divided up by the Secretary and Marketing and Outreach Coordinator, overseen by the Secretary.

### **7.12 Uniform Coordinator**

The powers and duties of the uniform coordinator shall be to:

- Coordinate with head coaches on tackle football uniform designs and changes
- Coordinate with cheer coordinator on cheer uniform designs and changes
- Coordinate with secretary, team moms, flag football coordinator, and cheer coaches to place uniform orders in a timely manner through league approved vendors
- Ensure sample uniforms are available for fittings at all in-person registration dates
- Check uniform orders for accuracy prior to distributing
- Manage distribution of uniforms to teams
- Rectify uniform mistakes
- Ensure uniform expenditures are within the boundaries of the established budget
- Sign up for and assist at in person registration events based on the staffing needs of the league
- Sign up for and complete a number of field monitor shifts throughout the season based on needs of the league
- Voting Member

In the event that this position remains unfilled, the duties of this position shall be executed by the Secretary.

### **7.13 Head Coach**

Duties of a head coach are as follows:

- It is a requirement that you attend all general meetings or provide a proxy from your organization to attend. If you fail to do so, you will lose your 1st round draft pick for each meeting missed starting with E level
- Attend as many practices and games for your organization as possible
- Assign five squad coaches for your organization
- Communicate all KGK happenings to your organization coaches and parent/legal guardians
- Be responsible for your organization at all times. This includes coaches, concession shifts, registrations, tryouts, draft, parent/player behavior at practices and games, etc
- Sign up for and assist at in person registration events based on the staffing needs of the league
- Sign up for and complete a number of field monitor shifts throughout the season based on needs of the league
- Floor Privileges – Any member of the KGK may have the privilege of the floor at meetings, but only the head coach of the recognized organizations may vote.
- Voting Member

## Article 8: The Executive Committee

### 8.1 Committee Members

The Executive Committee shall be comprised of the following members from the Board of Directors:

- President
- Vice President
- Secretary
- Treasurer
- Equipment Manager
- Player Safety Coordinator

### 8.2 Powers and Duties

The Executive Committee shall ultimately be responsible for the overall business and affairs of Kennewick Grid Kids Association including facilitating the ongoing, fundamental, and routine working of the Association. Responsibilities of the Executive Committee are as follows:

- Direct the general management of funds and business of the KGK
- Hear and decide all protests and questions not specifically defined by these Bylaws and Rules
- Act as an appeal body for individuals and organizations within the KGK
- Interpret and enforce these Bylaws and Rules and instill discipline as warranted
- In case of a vacancy not otherwise filled by the Executive Committee Members through a vote at a general or special meeting, appoint a successor to complete the remainder of the term of any Board of Directors Member; provided that the vice president shall automatically succeed to the office of president in the event of a vacancy in that office
- Prepare and propose an annual KGK budget
- Review and authorize Treasurer's report and additional expenditures
- Define the responsibilities for, and oversee the work of, all subordinate volunteer KGK program directors and coordinators, if any, whose roles support any area of key responsibility
- Chair, or oversee the chair and the work of, each KGK committee formed by the Board of Directors to support any area of key responsibility
- Perform other functions as requested by the Board of Directors

### 8.3 Conflicts of Interest

No executive committee member shall hear or decide any action or request that impacts his/her organization. Such actions include, but are not limited to, special requests or exceptions heard by the executive committee, player team assignment requests, and appeals. In the event of a conflict of interest, the executive committee member(s) with a conflict shall automatically be recused and the item shall be heard and decided by the remaining executive committee members provided a quorum exists. If a quorum cannot be achieved with the remaining committee members, the president shall appoint an alternate committee member from the Board of Directors.



## Article 9: The Disciplinary Committee

### 9.1 Committee Members

The disciplinary committee shall be made up of the following members:

- President
- Vice President
- Secretary
- Player Safety Coordinator
- Game Day Coordinator

### 9.2 Powers and Duties

The disciplinary committee shall be responsible for investigating and hearing complaints regarding bylaw, code of conduct, and rule violations throughout the season.

### 9.3 Conflict of Interest

No disciplinary action or appeal shall be heard by a committee member with ties to any organization involved in a situation requiring disciplinary review. In the event of a conflict of interest the president shall appoint an alternate committee member from the Board of Directors.

## Article 10: Head Coaches

### 10.1 Representation by Head Coaches

Each of the organizations shall be managed and directed by a head coach of the organization. The head coach shall represent their organization at formal meetings.

### 10.2 Voting Privileges

The head coach of each organization is granted the privilege of one vote. A head coach serving in other board elected positions is only allowed a single vote for all positions they serve in. A head coach may not vote in aboard election for a position that they are also running for.

#### 10.2.1 Assigning a Proxy

The head coach of an organization that is unable to attend a meeting may delegate a proxy per the guidelines in [Proxy Votes](#)

### 10.3 Head Coach Vacancies

The vacancy of a head coach position of an organization shall be filled during a meeting. The head coach must provide notice to the Board of Directors Members relating their experience in the sport of football and in coaching youth sports in general of their vacancy and nominee for replacement.

### 10.4 Removal and Replacement of a Head Coach

In the event of violation of bylaws, KGK may facilitate the replacement of an organizations' head coach. This requires a simple majority vote of the Executive Committee and the remaining head coaches.

### 10.5 Length of Tenure

Upon election, head coaches shall continue from season to season without need for reelection as long as the head coach annually meets the KGK coaching requirements and expresses a desire to participate.

## Article 11: Structure of the League

### 11.1 Member Organizations

The following organizations are recognized as belonging to the KGK with all of its rights and privileges:

- Bears
- Colts
- Coyotes
- Eagles
- Huskies
- Panthers
- Rams (Inactive)
- Tigers (Inactive)
- Flag Football
- Cheerleading

### 11.2 Squads by Ages

KGK is comprised of organizations with five separate squads each, flag football, and cheerleading. The football playing squads are composed of players in the age ranges as follows:

- Varsity: Ages 14\*\*\* and Under
- Jr. Varsity: Ages 11 and Under
- Cadet: Ages 9 and Under
- Rookie Tackle: Ages 8 and Under\*
- Flag Football: Ages 5-7\*\*
- Cheerleading: Ages 5-14

\*8 year olds who have not previously played tackle football may opt to play rookie tackle. 8 year olds who previously played any form of tackle football, rookie or traditional, must play cadet.

\*\*7 year olds have the option of playing flag football or rookie tackle football.

\*\*\*No player may be enrolled in high school at any point during the season.

#### 11.2.1 Exception for the 2022 Season

Athletes that participated in the Fall 2021 season and would lose a year of eligibility under the new squad structure will have the choice between using the new, grade-based structure or the prior age structure (based on July 1<sup>st</sup> cutoff) for the 2022 season to avoid losing a year of eligibility. Players must have played in the Fall 2021 season to be granted an exception.

#### 11.2.2 Varsity Waivers

12-year-old athletes weighing less than 85 pounds may petition the league for a waiver allowing the athlete an additional season of Jr. Varsity eligibility. Petitions must be submitted by a parent or legal guardian and be submitted in writing to the league secretary, president, and (if applicable) head coach

of the athlete's organization prior to the close of the registration period. To be eligible for a waiver, the athlete must weigh-in on the official league scale with an official league weight of 84 pounds or less and attend a player evaluation session scheduled by the league. Waivers must be approved by a supermajority vote of head coaches after the evaluation session.

### **11.3 Limitations on Player Weights**

All players must be weighed in on the official KGK scale by a Board of Directors Member at the time of sign-ups with their names, ages, and weights recorded. The official scale and placement of the scale during weigh-ins shall be established prior to the first weigh-in of the season by the President. All weights will be recorded by rounding down to the nearest whole number (i.e. 75.0 through 75.9 will all be recorded as 75 pounds). If a Board of Directors Member is unavailable during registration, then a head coach will be appointed by an Executive Committee Member to record player weights. A head coach will not be allowed to weigh in their own player.

#### **11.3.1 Lineman Only Weights**

Players will be required to play a lineman position if their weight exceeds the following non-lineman weight limits:

- **Varsity:** 185 pounds
- **Jr. Varsity:** 165 pounds
- **Cadet:** 145 pounds
- **Rookie:** No lineman weight

#### **11.3.2 Weekly Weigh-Ins**

Players whose official weights are 5 pounds below the lineman weight or higher for their division must weigh in weekly if they wish to play a non-lineman position. If a player chooses not to weigh in, misses weigh ins, or weighs in above the lineman weight they will be eligible to play that week but must play a lineman position. Head coaches will email the executive committee a list of players they expect to weigh in by 5:00pm on Friday. Weekly weigh in schedules will be set by the executive committee no later than Monday of the first game week. No allowances for gear or equipment will be made. Players that are over the lineman weight may immediately reweigh if they can lower their weight by removing gear or equipment worn. A player who weighs in 10 pounds or more under the lineman weight two weeks in a row will no longer be required to weigh unless challenged by a head coach.

### **11.4 Movement Between Squad Levels**

All roster moves must be communicated to the secretary within 24 hours of the move and no less than 18 hours prior to game time. Notification must include the reason for the move and whether the move is intended to be temporary or permanent. The secretary will notify opposing coaches prior to kick off.

In cases of short-roster emergencies, the movement between levels may occur up until kickoff of the game. Coaches will be responsible for notifying the opposing coach and secretary.

#### **11.4.1 Playing Down a Level**

No athlete may play at level lower than his/her age-determined level or registration selection at any point except as allowed by Section 11.2.2 (Varsity Waivers) at any point in the season. Athletes may not change their registration selection to a lower allowed level once the draft has been completed. Any player that is assigned to the higher level for his/her age group based upon weight is ineligible to play down at any time for any reason.

#### **11.4.2 Playing Up a Level**

If a player chooses to play up even though he/she is eligible to play at a lower based on age or weight, then the player is ineligible to play down at any time for any reason.

#### **11.4.3 Short Rosters**

A lower-level player may be brought up if the Head Coach determines the active roster for the upper-level squad is in need of additional players. A lower-level player is eligible to play up only once per season. This does not apply during the play offs.

#### **11.4.4 Five Quarter/Three Half Rule**

If a player is participating on two squads for the week, he/she is limited to participating in only five quarters (three halves) total between the two squads. If the play up is for a Cadet squad player to Jr. Varsity squad, that player is eligible for two halves at Cadet and one quarter at Jr. Varsity. One play equals one quarter (half). The player playing up is not subject to the minimum play rule for the upper level.

## Article 12: Registration

Each player (new and returning) shall complete a registration and release from liability form prior to beginning each new KGK season. The registration shall include the following:

### 12.1 Player Fees

Player fees shall be determined annually by the Board of Directors based on a review of the treasurer's report for the previous year and an estimate of the upcoming year's expenses.

### 12.2 Scholarships

The Board of Directors shall make scholarships available that waive all or part of the registration fee upon written request and demonstration of hardship to the KGK. Player cannot register until a determination by the Executive Committee has been made.

Parent/legal guardian of players on scholarship will be required to perform field cleanup, extra concession stand help, etc. each week or the scholarship may be revoked.

### 12.3 Player Age

For determining participation in an appropriate squad, a player's age is determined as of July 1 of the current playing year. All registered players must be between the ages of 5 and 14 as of August 31.

No high school students will be allowed to register or play regardless of birthday.

### 12.4 Written Consent

The written consent of a parent/legal guardian is required prior to a player's participation in any practice or game. The consent may be withdrawn at any time during the playing year by written revocation delivered to the head coach.

### 12.5 Release of Liability

The parent/legal guardian's signature on the registration form constitutes their acknowledgment of the hazards of participating in the KGK program and their authorization to have their child play.

### 12.6 Concussion Form

The KGK requires a parent/legal guardian's and participant's signature on the concussion form given to the KGK by the Kennewick School District.

### 12.7 Player Code of Conduct

Each player must read and sign the Player Code of Conduct form.

### 12.8 Parent Code of Conduct

Each parent must read and sign the Parent Code of Conduct form.

### **12.9 Distribution of Equipment**

Equipment will only be given to players that have been weighed in at the required weight and have completed registration forms. Under no circumstances will equipment be given to those players that need to reweigh or have not completed their registration forms (See [Limitations on Player Weights](#)).

### **12.10 Registration after the Draft**

Late sign-ups of new players will be approved and placed on a team by blind draw. All teams with 21 or fewer rostered players at the player's squad level must participate in the blind draw. In the event all teams have 22 or more rostered players at the player's squad level then all teams must participate in the blind draw. The new player is required to have three practices prior to their first game.

All late signups will be weighed in on the official KGK scale, at the football field, in the equipment shed, and witnessed by an Executive Committee Member.

### **12.11 Registration Staffing**

Registration will be staffed by board members and head coaches based on the flow of registration and needs of the league. Staffing needs will be decided and shift signups will take place no later than the June membership meeting. In person registration will be staffed by a minimum of the following:

- 2 executive committee members
- 3 head coaches or their designee
- 3 board members
- 1 cheer coach

## Article 13: Equipment

### 13.1 Standard Equipment Provided

The KGK provides basic football equipment. Basic equipment shall include a helmet with faceguard and chinstrap, shoulder pads, pants with pads, one mouth piece, and a jersey. Only issued equipment is to be worn by a player. No substitutions or alterations are allowed except as provided for in the following sections.

#### 13.1.1 Helmet

Helmets may be purchased by parents for player use. Helmets must be approved and confirmed to be a proper fit by the Equipment Manager and President and have a signed exemption waiver on file before use in a practice or game. A waiver must be applied for every season of use. Helmets must be a white shell with gray or white facemask. Parents will be responsible for all clips and accessories attached to the helmets. All equipment must be NOCSAE compliant.

#### 13.1.2 Shoulder Pads

Shoulder pads may be purchased by parents for player use. Shoulder pads must be approved and confirmed to be a proper fit by the Equipment Manager and President and have a signed exemption waiver on file before use in a practice or game. Parents will be responsible for all clips and accessories attached to the pads. A waiver must be applied for every season of use. All equipment must be NOCSAE compliant.

#### 13.1.3 Chin Straps

Chinstraps can be changed; however, the issued chinstrap shall be returned to the KGK if player purchases a chinstrap. Parents will be responsible for all clips used to attach the chin strap to the helmet.

#### 13.1.4 Mouthpieces

Personalized or purchased mouth pieces may be used at the player's own risk. It is the responsibility of the parent/legal guardian to ensure a substitute mouthpiece is adequate for the player's safety. In addition, it is the responsibility of the parent/legal guardian to ensure the player's mouth pieces are maintained in a satisfactory condition throughout the season.

#### 13.1.5 Organization Alterations

Any whole organization alterations may be approved on a case-by-case basis by the Board of Directors and head coaches.

### 13.2 Player Responsibility Equipment

All additional, non-issued equipment is the responsibility of the player to purchase and maintain. This includes mandatory and approved discretionary equipment.

#### 13.2.1 Mandatory Equipment

Players are required to furnish their own integrated pad pants, socks and cleats. Only cleats with plastic or rubber spikes are allowed.



### **13.2.2 Discretionary Equipment**

Players may use, at their own expense and liability, equipment such as neck collars, rib vests, gloves, clear face shields, and hardened chin guards.

### **13.3 Illegal Equipment**

The following equipment is considered illegal and use is prohibited at all KGK events including practices and games:

- Metal Cleats
- Unapproved face shields
- Non-league issued or unapproved facemasks, shoulder pads, or helmets

## Article 14: Tryouts and Draft

### 14.1 Tryouts

All new or returning players approved to go back into the draft in the KGK shall participate in a tryout to observe their basic skills, coordination, quickness, and attitude.

Players not participating in the formal tryout are not eligible for the draft and shall be assigned by a blind draw to organizations by the Executive Committee after all eligible players have been drafted. Players will be assigned by a blind draw in order of the tryout list, until all players have been placed on an organization and the approximate organization sizes are comparable.

### 14.2 Draft

The draft shall be held by the Executive Committee and the head coaches after the tryout and before the start of practices.

### 14.3 Organization Size

The Executive Committee shall establish the number of players per organization based on total players signed up by squad during registration.

### 14.4 Returning Players

There will be no trades or reassignments for any returning player – they must go back into the draft or remain on their same team.

#### 14.4.1 Return to Draft – Coach Request

If a Head Coach requests a returning player to be placed back into the draft, the Head Coach must submit in writing a formal request with the circumstances leading to their decision. The circumstances must be extreme. The President or Vice President will contact the parents of that player to inform them and to respond to the request.

#### 14.4.2 Return to Draft – Player/Parent Request

If a returning player/parent requests to return to the draft, they must gain approval by the Head Coach. If not approved the player must remain with current team or sit out one year and then will be eligible to go back into the draft the following year.

#### 14.4.3 Declared Players

Head coaches shall submit a formal roster to the Executive Committee during the draft, declaring returning players. Declared players will not count towards roster sizes when determining number of picks or target squad sizes during the draft.

Declared players must register, weigh in, and report to their assigned organization no later than week two of the regular season to be eligible to participate in the remainder of the season. For players to participate in games at KGK, they need to have played by the third game. Before a player can participate in a game, they must be registered, have made weight, and completed three practices with their squad. Practices do

not count until registration forms are filled out, fee is paid, and they have made weight according to these bylaws. If the player missed the last registration date they must be declared by their organization's head coach at the draft to be guaranteed eligibility to return to their previously rostered team.

#### 14.4.4 Undeclared Return Players

Undeclared players who wish to participate must submit the request in writing via email to the executive committee stating the circumstances that caused them to miss the deadline. Requests must be received by the end of **week 2** and will be reviewed by the executive committee on a case by case basis. Requests must receive 80% yay vote to be approved. Undeclared return players who are not approved by the executive committee will be allowed to register as a new player and be placed on a team by blind draw. **All practice and playing requirements will follow that of declared players.**

### 14.5 Draft Order

The order of finish in each organization at the end of the prior year's season (not including playoffs or Super Bowl) shall be used to determine the order of the current year's draft as follows (in the event of a tie, the point differentials will also be added):

- Varsity draft order will be determined by the combination of wins with A and B squad
- Jr. Varsity draft order will be determined by the previous C squad records
- Cadet draft order will be determined by the previous D squad records
- Rookie draft order will be determined by the previous D squad records

#### 14.5.1 By Squad

Players shall be drafted by squad, Varsity first, Jr. Varsity second, Cadet third, and Rookie last. The last place organization shall pick first, next to last picks second, etc.

### 14.6 Special Rules

The following sections define Special Rules in the KGK that may affect the player draft.

#### 14.6.1 Sibling Rule

All players of the same biological parent(s) (birth certificates must be shown as proof), regardless of address, shall automatically belong to the same organization as the first family player. All players of the same married family (proof must be provided; i.e., marriage certificate and birth certificates), residing in the same household shall automatically belong to the same organization as the first family player selected.

An organization selecting a player with sibling(s) in the draft must use their 3<sup>rd</sup> round draft pick for siblings. (Example a player selected at Varsity with a sibling at the Rookie level must use their 3<sup>rd</sup> round Rookie pick for the younger sibling).

An organization assigned a player in accordance with the [tryout procedure](#) with younger sibling(s) will not be required to use draft picks for the siblings. Sibling will be auto assigned on the backend of the appropriate round.

#### 14.6.2 Grandfather Rule

A new player requesting to play on the same organization that his/her older family member (e.g., brother, sister, father, mother, or grandfather/grandmother) played on OR to return to an organization he/she previously played flag for must provide convincing evidence of their families tie to that organization, such as an organization photo. If the evidence is acceptable, the new player will be assigned to the requested

organization. This request must be approved before tryouts of the player's age group begins. Once approved, they become part of the organization's declared roster.

#### **14.6.3 Offspring of Coaches**

All head coaches, head tackle and cheer squad coaches, and assistant tackle squad coaches who coached the previous two years before may claim players out of the draft with Executive Committee approval who are offspring and who request assignment to that coach's organization at the time of signup.

#### **14.6.4 Cheer Draft and Team Assignment**

Cheerleaders with ties to an organization under the sibling or grandfather rules will automatically be assigned to the organization her/his family is tied to. If a tackle player and cheerleader enter the draft in the same year, the cheerleader's team assignment will be determined by the tackle sibling's draft selection. Cheerleaders without an existing relationship with an organization (i.e. returning cheerleader, sibling rule, grandfather rule) will be assigned to an organization by blind draw at the end of the draft.

### **14.7 Trades or Reassignments**

Following the completion of the draft, there will be made available a half hour that trades/reassignments may be initiated. The trading of future draft picks will never be allowed. Trades may be initiated only by an organization's head coach or his/her representative as designated prior to the draft. Trades must be signed off on by both head coaches and a member of the executive committee to ensure proper communication and rostering. All trades must be completed prior to the closure of the draft.

### **14.8 Recruiting**

Any coach who knowingly makes false representations to the KGK in order to have a specific new player assigned to his organization be referred to the [Disciplinary Committee](#) for investigation and possible further action.

## Article 15: Practices

Each organization is allowed a maximum of four practice sessions each week in August and three practices each week September 1<sup>st</sup> until the end of the season. No practice session shall last longer than two hours, with one exception, when pictures are being taken during a practice, the organization will be allowed a two and a half hour practice to allot for picture time.

### 15.1 Definition of a Practice

Any organized get-together, whether the players are in pads or not, is considered a practice according to this rule. This definition includes film, strategy, and/or whiteboard sessions

#### 15.1.2 Team Building Activities

Each organization is allowed to conduct team building activities in addition to regular practices as long as no film sessions or strategizing takes place. All team building activities are to be reported to the Executive Committee as soon as possible and within 24 hours of the activity.

### 15.2 Official Start of Practices

Practices may begin one week after the draft.

### 15.3 Pre-Season Practices

There will be 19 pre-season practice opportunities, with a minimum of 14 outdoor practice opportunities provided to teams for orientation, conditioning, acclimation, and program installation. The first 5 practices will progressively phase in equipment and contact following USA Football guidelines in order to acclimate players and increase player safety as noted below:

PRACTICE DAY:	EQUIPMENT ALLOWED:	CONTACT PERMITTED
Days 1-2	Cleats and Helmets	No Contact (Conditioning and no contact Drills Only)
Days 3-4	Cleats, Helmets, and Shoulder Pads	Blocking Sleds and Dummies (no player to player contact)
Day 5 and Beyond	Full Pads	Full 100% live contact drills

Indoor practice sessions count towards pre-season practice opportunities but do not count towards progressive equipment/contact days.

### 15.4 Types of Contact Permitted

No full speed one-on-one, head-on blocking or tackling drills in which the players line up more than 3 yards apart are permitted. (Having two linemen in stances immediately across the line of scrimmage from each other and having full-speed drills where the players approach each other at an angle, but not straight ahead in to each other are both permitted.) **However, there should be no intentional head-to-head contact.**

### **15.5 Inclement Weather or Air Quality**

In the case of inclement weather or poor air quality the executive committee may cancel practices. The executive committee has the authority to secure and schedule indoor practice locations for teams. Practice cancellations or moves to indoors will be made by 3:30pm based on current and forecasted conditions. Outdoor practices will never be permitted if air quality levels are rate unhealthy or worse

## Article 16: Playing Time

Our coaches are responsible for fielding a competitive organization. The KGK recognizes that playing time among players is not always equal. It is the policy; however, that all rostered players (if they are fit to play) on every squad and in every division of the organization, play a minimum number of plays in every contest. It is the responsibility of the head squad coach to ensure these playing time requirements are met.

### 16.1 Minimum Playing Time

The minimum required playing time varies by squad.

#### 16.1.1 Rookie Tackle

If rosters have 14 or fewer players then each player on the squad will have either an offensive or defensive starting position and play the entire first half with that unit. Players must switch to the opposite unit at halftime and play the entire 2<sup>nd</sup> half with that unit (ex: a player plays the first half on offense would play defense in the second half). All players should have at least one offensive and defensive position to play each game. Not all players may play every position every game or even through the course of the entire season.

#### 16.1.2 Cadet

If rosters have 22 or fewer players then each player on the squad will have either an offensive or defensive starting position and play the entire first half and the first 10 minutes of the second half at that position or another position within that unit (e.g., a player could move from defensive line to safety but would still be on the defensive unit). A player may switch from the defensive unit to the offensive unit (or vice versa) at halftime or prior to halftime if the opposing head coach is informed of the switch.

#### 16.1.3 Jr. Varsity

Each player is required to play at least 16 plays.

#### 16.1.4 Varsity

Each player is required to play at least 12 plays.

#### 16.1.5 Squads with Extra Players

If any Cadet squad contains more than 22 players or more than 14 players on a Rookie squad the KGK Executive Committee will provide modified playing time requirements for that year only.

### 16.2 Forfeiture of Minimum Playing Time

The player's rights to a minimum number of plays per contest are waived in the circumstances stated below:

#### 16.2.1 Missed Practices

Any player missing a practice, due to unexcused circumstances, in the week before a game waives his or her right to a minimum playing time in that week's game. Playing time in this situation will be at the discretion of the coach. Coaches shall make every effort to accept advanced notification of absences.

### **16.2.2 Disciplinary Behavior**

Any player on disciplinary notice by their coach for inappropriate or unacceptable behavior in the preceding week's game or during the current week's practice, waives his right to a minimum number of plays in the next scheduled game. Playing time in this situation will be at the discretion of the coach.

### **16.2.3 Injury**

If an injury occurs during a game the injured player may be replaced until the player is cleared to return to the game.

### **16.2.4 Notification**

When players may not get their minimum plays, coaches must submit in writing to the secretary, the night prior to the game, a list of players and jersey numbers that may be affected and the reason(s) why a player should be on said list. This list will be distributed to all head coaches field monitors, and executive board members prior to play. The secretary will keep the record.



## Article 17: The Season

The season shall consist of weekly head-to-head contests, within each organization until every organization has played each squad once. The squad in each division of the organization with the overall best record at the end of play is considered the KGK champion. Ties will be broken within squads of the divisions per the [Playoffs](#) section of this article.

### 17.1 Start and Finish

The Board of Directors shall establish the official start and finish of the season. No organization or squad conditioning, training, or practices are allowed in the off-season between the finish of one KGK football season and the start of another.

#### 17.1.1 Off-Season League Participation

Organizations/squads may participate in off-season leagues or tournaments outside of KGK (i.e. spring passing league, 7v7 tournaments, etc) with approval by a simple majority vote of the Board of Directors

#### 17.1.2 Association Organized Activities

The Association may organize off-season activities for its members including: fundraisers, special event ticket pricing, training camps, parades, marketing booths, etc. Organizations and squads are encouraged to participate in these events without repercussion.

#### 17.1.3 Scrimmages

Organizations/squads may participate in up to 2 in-season scrimmage(s) with another KGK team and/or non-KGK entity. Scrimmages with non-KGK entities must be approved prior to the occurrence by the Executive Board to determine liability on behalf of the league. Official league sanctioned jamborees do not count as a scrimmage.

Scrimmages must take place no less than 1 week prior to the first regular season game unless the squad has a bye week. Bye week scrimmages must take place no more than 3 days following a game and no less than 3 days prior to the next game.

### 17.2 Regular Season Champion (Founders' Trophy)

The organization with the best overall win/loss record at the end of regular season play will be awarded the Founders Trophy during the Super Bowl. As champions, they shall have their name inscribed on the trophy and retain possession of the trophy until the close of the following season. In case of a tie, both teams will be recognized, there are no tie-breaker provisions.

### 17.3 Ties

Ties during a game shall be decided using the Kansas City Tie-breaker as follows:

- Coin toss determines who gets the ball first (offense or defense). After each round (each team has been on offense), the two teams switch between which team is on offense and defense first in the round. Whichever team starts on offense continues on offense until one team officially wins the game.

- The teams shall start on the 10 yard line. In the event that both team scores in their first possession, the ball shall remain on the 10-yard line and both teams shall try again. In the event that neither team scores in their second possession, the ball shall be reset on the 5-yard line and both teams shall try again until one team wins.

#### **17.4 Playoffs**

Following completion of the regular season, teams may advance to post-season playoffs that culminate in a championship game (Super Bowl). The playoff structure and schedule shall be set by the Voting Members at the August general membership meeting each year

- Ties at the end of the regular season shall be broken using the following order of precedence:
- Head-to-head
- Point differential (a maximum of 14 points in any one game will be used)
- Fewest points allowed

If after these criteria are met and there is still a tie in which teams are fighting for a playoff spot, it will be decided by a Kansas City Tie-Breaker on the next available day (preferably Monday). The first possession is from the 20-yard line. If they are still tied they will move to the 10-yard line. From the third overtime until completion the ball will be on the 5-yard line.

Ties during a playoff game shall be decided using the Kansas City Tie-breaker as stated in the [Ties](#) section of this article.

#### **17.5 Super Bowl**

The playoff winners in each division shall meet in a Super Bowl. Individual trophies shall be awarded to first and second place squads in each division. The winning squad in each division shall have their organization and head coach's name inscribed on a rotating team trophy. The squad trophy shall reside with the winning organization until the following year's completion of the regular season. Ties during the Super Bowl shall be decided using the Kansas City Tie- as stated in the Ties section of this article.

Ties during the Super Bowl shall be decided using the Kansas City Tie- as stated in the Ties section of this article.

#### **17.6 Filming an Opponent**

You may only film your own games or practices. You are not allowed to film other organizations' games or practices.

The use of drones, scaffolding, lifts, or modifications to field equipment/structures are strictly prohibited. Filming of games must occur outside of the field's restricted zone area and coaches'/players' section. All appropriate field access applies to the filming of games.

## Article 18: Code of Conduct

### 18.1 Parent, Coach, and Player Codes of Conduct

The highest standard of moral excellence and fair play is expected by all players, all coaches, and parents/legal guardians in the KGK Association. All coaches, players, and their parents/legal guardians shall have read and signed that they understand and agree with a Grid Kid Code of Conduct. All coaches, players, and parents/legal guardians failing to comply with the Code of Conduct shall be subject to disciplinary action by the team and/or the Disciplinary Committee

Interpretation of the Players Code of Conduct violation and punishment is at the discretion of the [Disciplinary Committee](#) and not subject to appeal. Examples of the codes of conduct can be found in the appendices to these bylaws.

### 18.2 Social Media Policy

Kennewick Grid Kids Association (KGK) recognizes the importance of the Internet in shaping the public's perception of our organization. KGK also recognizes the importance of our Board members, executive directors, coordinators, committee members, employees/independent contractors, coaches, volunteers, parents, and players in leading and setting the tone of social media interactions in a manner that advances KGK's mission, goals and purpose. In response, KGK has instituted the following social media policy:

#### 18.2.1 Applicability

This Social Media Policy applies to all Board members, executive directors, coordinators, committee members, employees/independent contractors, coaches, volunteers, parents, and players (*KGK Members*). This Social Media Policy applies to all social media content posted by KGK Members in their professional and personal capacity to the extent such content is related to KGK.

#### 18.2.2 Encouraged Social Media Activity

KGK supports the use of social media for connecting, helping others, and as a resource to learn. This may include any of the following encouraged activities:

- Engaging with and sharing content posted by KGK-branded accounts
- Engaging personally with KGK stakeholders and members
- Representing yourself as a KGK member, up to and including the use of our logos and branding, on your personal profiles
- Using social media as a platform for organization or squad communication and updates

### **18.2.3 Prohibited Social Media Activity**

Commentary that is considered defamatory, obscene, proprietary or libelous by any offended party could subject you to personal liability and damage KGK's reputation. Once it's on the Internet, it's there forever. Therefore the following activities are prohibited:

- Slandering, harassing, threatening, discriminating against or disparaging any individuals
- Threats, potential threats of violence, online bullying or other criminal acts
- No one is authorized to speak on behalf of KGK, cite anyone without their approval, reveal any confidential or proprietary information or identify any association members

## Article 19: Coaching Requirements

The secretary shall maintain a list of all head coaches and assistant coaches. The following guidelines apply to coaches of any organization in the KGK.

### 19.1 Criminal Background Check

All head coaches, squad coaches, assistant coaches, and parent helpers (including head team moms and squad moms or dads) shall have passed, and checked by the president or vice president, a criminal background check every 2 years.

### 19.2 Coaches' Code of Conduct

The highest standard of moral excellence and fair play is expected by all coaches in the KGK Association. All authorized coaches shall have read and signed that they understand and agree with a Grid [Kid Code of Conduct for Coaches](#). Coaches failing to comply with the code of conduct shall be subject to disciplinary action by the Disciplinary Committee Members, including forfeiting their authorization to coach.

Interpretation of the Coaches Code of Conduct violation and punishment is at the discretion of the Disciplinary Committee and not subject to appeal.

### 19.3 Education, Training, and Testing

All coaches, assistant coaches, trainees, and coordinators will participate in all training as determined by the Board of Directors and provide the Association with valid proof of completion. Failure to successfully complete any required training or certification will result in revocation of coaching privileges until proof of completion has been provided.

#### 19.3.1 USA Football Heads Up Certification

All coaches, assistant coaches, trainees, and coordinators are required to receive USA Football Heads Up Youth Tackle certification on an annual basis. Coaches are required to have their certification cards on their person and visible when on the sidelines of any game.

#### 19.3.2 Sexual Abuse in Youth Sports Training

All board members, coaches, assistant coaches, trainees, coordinators, and team helper volunteers are required to complete a sexual abuse prevention course. This course shall satisfy the "Protecting Young Victims from Sexual Abuse and Safe Sport Authorization Act of 2017." The training curriculum shall be selected each year by the executive committee and communicated to the league as a whole. Completion of the training will be recorded and kept on record by the league secretary

#### 19.3.3 CPR and First Aid

A minimum of one coach from each organization must be the holder of a current Red Cross Certificate in Community CPR and First Aid.

### **19.3.4 Rules of the Game Testing and Training**

All coaches, assistant coaches, trainees, and coordinators are required to complete a “rules of the game” test on an annual basis. This test is used to judge the communication of rule changes, understanding of current rules, and address areas that may need to be focused on for the current season. Taking this test will be a requirement before receiving a sideline credential.

### **19.4 Coaches’ Digital Assistant**

Each organization shall be given ONE additional sideline access badge to be used by a videographer or photographer of their choosing to capture games. This special access will be managed by the organization for all of their games for a season. Badges will not be replaced during the season if lost. Others may not assume this role using their KGK assigned credentials. Individuals will be required to abide by all KGK rules set forth by the Game Day Coordinator or field monitor(s). Individuals will be required to stay out of the restricted zones on the field (2 yards from all sidelines and endlines), stay out of the team box and cheer areas while recording/filming, and not be permitted to use structures that are not easily moved if players approach them out of bounds. Any pictures taken by these assistants may be requested and used by the league for promotional purposes of the league.

## Article 20: Ejections

Conduct by a player, coach, or parent/legal guardian resulting in an ejection or disqualification from a contest shall result in the following discussed in this section.

### **20.1 Players**

When a player is ejected, the coach continues to be responsible for the player. The player shall immediately leave the field of play and must leave the sidelines when a parent/legal guardian can take them. The player shall be ineligible for participation in the next scheduled game and may not be suited up. The player is allowed to be with the team on the sideline for the entire duration of the ineligible game. The player is allowed to be with the team for the following three practices and warm-ups as a non-participant.

### **20.2 Coach or Spectator**

When a head coach, coach, or parent/legal guardian is ejected, they must immediately vacate the premises. The coach or parent/legal guardian shall be prohibited from being present on the premises during the next scheduled game. A coach is also not allowed to participate, or attend, the three practices following the ejection.

If a head coach is ejected, an authorized assistant coach may assume the head coaching responsibilities for the remainder of the contest. If no other authorized personnel are on site, the contest will be terminated and forfeiture declared.

### **20.3 Second Ejection or Gross Violation**

A "gross violation" will be determined by the Disciplinary Committee Members depending on the nature of a violation, seriousness of a violation, and/or series of violations. Gross violations may consist of the following:

- Fighting (verbal or physical) in a threatening way
- Using profanity during games/practice
- Threatening or demoralizing players
- Blatant attempts to circumvent bylaws

## Article 21: Disciplinary Investigation and Action

### 21.1 Investigative Process

All investigations and results shall be complete and reported to the board of directors and impacted organizations within 3 days of notice of the potential violation(s). The disciplinary committee shall consider the facts of the situation, prior disciplinary action or complaints, and impact to the league to determine the level of any disciplinary action. Investigations shall include an opportunity for the effected parties and witnesses to provide written statements.

### 21.2 Disciplinary Action

Disciplinary action will be divided into three tiers. The disciplinary committee will determine the appropriate tier of disciplinary action necessary based on the severity of the offense and previous violation history.

#### EXAMPLES OF POTENTIAL DISCIPLINARY ACTION

TIER I	TIER II	TIER III
<ul style="list-style-type: none"><li>• Written Warning</li><li>• Probation</li></ul>	<ul style="list-style-type: none"><li>• Suspension of Practice Eligibility (Max 3)</li><li>• Suspension of Game Eligibility (Max 1)</li><li>• Suspension of All Eligibility (Max 1 Week)</li><li>• Forfeiture of Game</li><li>• Loss of Draft Picks</li><li>• Loss of Organization Practice Time</li></ul>	<ul style="list-style-type: none"><li>• Suspension for remainder of season</li><li>• Lifetime revocation of privileges</li></ul>

### 21.3 Appeals

Appeals must be requested in writing within 24 hours of notice of disciplinary action addressed to the league president and secretary. If the appeal is received less than 48 hours prior to a practice or game privileges will be reinstated until the appeal process is complete. Appeals will be heard and decided by the Executive Committee within 3 days of receipt, not including game days. Appeal decisions are final.



## Article 22: Protests and Appeals

### **22.1 Protest of On-the-Field Official's Judgment**

Protests of an on-field official's judgment will not be heard.

### **22.2 Protests and Appeals**

Protests and appeals of a KGK decision shall be heard by the Executive Committee Members. A written notice of intent to appeal a rule interpretation, dispute a ruling, or protest a decision by the Executive Committee Members shall be submitted to the president within 5 days from the date of the decision. The same rules of protest apply. The Executive Committee Members' decision is final.

#### **22.2.1 Submitting an Appeal**

Following the contest, the head coach of the organization shall officially lodge the protest in writing to the Executive Committee Members. The written protest shall contain the facts, including the specific rule in question.

#### **22.2.2 Appeal Process**

The Executive Committee Members shall convene prior to the next scheduled game to review the written protest and render a decision. The petitioner(s) of the protest shall be afforded the opportunity to:

- Present rationale and justification in writing or personally include the specific rule(s) in question, action the Executive Committee has taken, and the purpose or desired outcome of the request.
- Select and present supporters of the request.

#### **22.2.3 Player Appeals**

There are no player appeals.

## Article 23: On Field Officials

### 23.1 Tackle Contests

The Varsity, Jr. Varsity, Cadet, and Rookie contests shall be officiated by individuals appointed by the KGK.

### 23.2 Youth Officials

Continuing to support strong, moral, and responsible development of our youth past the age of player participation, tackle officials are typically local area high school youth having demonstrated a proven ability to play the sport or to understand and enforce its rules. The game day coordinator shall maintain a list of high school youth officials. Youth officials must be former KGK players unless circumstances exist where too few former players are available.

### 23.3 Field Monitors

All games will be overseen by a field monitor. Field monitors will be a board member or certified coach approved by the Game Day Coordinator.

#### 23.3.1 Duties of a field monitor

- Ensure all coaches on the sidelines are badged and eligible
- Act as a resource for referees
- Monitor fan sidelines to ensure sportsmanship rules are followed
- Monitor coach conduct
- Ensure player injury protocol is followed
- Report any issues to the Game Day Coordinator, Executive Committee, and/or Disciplinary Committee

#### 23.3.2 Game Assignments

The Game Day Coordinator will create a schedule/sign up for field monitor shifts and communicate the number of games each monitor must complete once the game schedule has been finalized. In the event that any issues escalate or cannot be resolved at the field an executive team member or the game day coordinator will be contacted immediately to resolve.

Field monitors for post season games, including playoffs and Superbowl, may not be affiliated with either organization playing in the game.

## Article 24: General

The Board of Directors will review the bylaws in February and March of each calendar season. The bylaws become final on April 1<sup>st</sup> of the calendar season and will be published on the Kennewick Grid Kids website.

### 24.1 Modification During Review Period

Bylaw change proposals may be submitted for review at the February or March general membership meetings. An additional special meeting may be called to finish reviewing proposals prior to March 31<sup>st</sup>. Proposals should be submitted to the secretary no less than 48 hours prior to a scheduled review meeting. The secretary will record the proposals, assign numbers, and distribute review packets prior to the meeting. Proposals must receive a simple majority vote to pass.

### 24.2 Modification After April 1st

In the event the bylaws need to be modified April 1<sup>st</sup> or later, a temporary memorandum of understanding may be voted on by the voting members. Temporary memorandums of understanding require the approval from 80 (eighty) percent of the voting members to be put in place and executed by the Executive Committee Members. The memorandums will become null and void after the new board elections have taken place and certified by the outgoing president at the Annual Board Meeting.

This is to certify that the above and foregoing Bylaws of the Kennewick Grid Kids Association were approved by the KGK Board of Directors and are effective beginning on the approval date below.

Dated this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

PRESIDENT \_\_\_\_\_

VICE PRESIDENT \_\_\_\_\_

SECRETARY \_\_\_\_\_

TREASURER \_\_\_\_\_

EQUIPMENT MANAGER \_\_\_\_\_

PLAYER SAFETY COORD \_\_\_\_\_

## Appendix A: Rules of Play (Varsity, Jr. Varsity, Cadet)

### **R1 General Rules Authority**

The KGK has modeled its organization after the National Federation of State High School Associations (NFHS) rulebook.

The KGK understands; however, that cases may arise where the head referee or designated field monitors may need to make a game rule decision during the play of a game. The individual will make the best attempt to follow NFHS rulebook with respect to the level of play. Individual judgment decisions made in this instance are not subject for appeal.

### **R2 Field of Play**

The official league and post season play-off games shall be played on the fields provided by the City of Kennewick at Eastgate Park, measuring not less than 45-yards wide by 80-yards long.

#### **R2.1 Interleague Play**

In the event the Association votes to play interleague games with a neighboring organization or association there may be games played on non-KGK fields. Fields for away, interleague games will be played on the home team's standard field of play. This may include official, regulation sized fields.

#### **R2.2 Championship Game**

When scheduling permits, championship games will be played on regulation, official-sized playing fields at a high school stadium.

### **R3 Game Clock**

#### **R3.1 Varsity and Jr. Varsity**

4 x 10 minute periods – stopped clock  
1 minute intermission between periods  
5 minute half-time  
3 time outs per half (1 minute duration each)

#### **R3.2 Cadet**

2 x 30 minute periods – running clock  
5 minute half-time  
2 time outs per half (1 minute duration each)  
Last 2 minutes of game – stopped clock

#### **R3.3 Non-Penalty Clock Stop/Start**

The clock will be stopped in the following, non-penalty situations:

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THE CLOCK WILL BE STOPPED	THE CLOCK WILL RESTART
"Extended" injury on the field*	On the referee's signal of ready for play
Nonplayer or nonteam interference on the field*	On the referee's signal of ready for play
Inadvertent whistle	On the referee's signal of ready for play
Officials time out*	On the snap
Change of possession	On the snap
For a charged team time out*	On the snap
Score or safety occurs*	On the snap
Fair catch is made or awarded	On the snap

\*Applies to Cadet games.

Note: Cadet games are running clock except the last 2 minutes of the game.

#### **R4 The Huddle**

The time allowed between the huddle and the snap of the ball shall not exceed 30 seconds from the referee's spot of the ball and the signal of ready for play.

#### **R5 Kickoffs**

The kickoff play shall not be used. Teams shall have 60 seconds from the end of an extra point(s) play until the next change of possession play shall be marked "ready for play". The play clock begins on the referee's signal of "ready for play". Games that are running under "running clock" rules shall not have the clock stopped during this time.

##### **R5.1 Starting Position on New Possessions**

Teams shall automatically receive the ball spotted at their own 35 yard line on regulation sized football fields and the 20 yard line on any field smaller than regulation sized.

##### **R5.2 Starting Position on New Possessions After Safeties**

Teams shall automatically receive the ball spotted at their own 45 yard line on regulation sized football fields and the 30 yard line on any field smaller than regulation sized.

#### **R6 Point after Touchdowns**

After every successful touchdown, a point after attempt shall occur from the 3-yard line by the offense. Point after attempts do not extend the game if the score would not matter to the offense to win the game.

##### **R6.1 Varsity and Jr. Varsity**

Successfully kicked extra points are worth 2 points. Successfully crossing the goal line on a PAT attempt by a forward pass or run play is worth 1 point.

## **R6.2 Cadet**

Successfully crossing the goal line on a PAT attempt by a forward pass is worth 2 points. Successfully crossing the goal line on a PAT attempt by run play is worth 1 point. Successfully kicked extra points are worth 2 points.

## **R7 Jersey Switching**

It is not allowed to change a player's jersey number during the course of a game in order to deceive the opposing defense. Any team caught jersey swapping for this purpose will forfeit the game, regardless of the game's outcome. If a jersey is damaged and unsuitable for play, the opposing coach and officials must be immediately notified of the problem and given the player's name and their new jersey number. It is recognized that many players buy multiple jerseys with different numbers during their years at KGK, and that some players buy or are issued a jersey number and choose at some point in time to wear an older siblings' jersey and number. The league makes no sanction or prohibition against this practice.

## **R8 Mercy Rule**

If, at any time after the first period of play (half or quarter), a differential of 28 or more points exists the Mercy Rule will go into effect.

### **R8.1 Game Clock**

Once the mercy rule has gone into effect the game clock will become a running clock and will only be stopped for time outs, player injury, or change in game periods (i.e. end of quarter or halftime). The clock will not revert to a normal game clock for the remainder of the game.

### **R8.2 Official Score**

Once the mercy rule is in effect the official game score will be the score at the time the mercy rule was instituted.

### **R8.3 Special Game Rules**

After a mercy rule is in effect the following special rules will apply:

- The winning team will substitute starting positions with reserve positions provided that the mandatory playing time requirements are still met.
- There will be no blitzing

### **R8.4 Violations**

Any coach found to be in violation of the mercy rule limitations or the intent of the rule will be disciplined under the Coaches' Code of Conduct policy at the discretion of the Disciplinary Committee.

### **R8.5 Exceptions and Waivers**

There are no exceptions and no waivers permitted for instituting the Mercy Rule when applicable.

## **R9 Penalties**

Penalties shall be defined in the National Federation of High School Associations (NFHS) rulebook, except that no assessed penalty during league or play-off games shall exceed 10 yards due to the shortened length of the Eastgate playing fields. If games are played on a regulation official-sized playing field (i.e., 100 yards in length), then 15 yard penalties may apply, as appropriate.

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### **R9.1 Five Yard Penalties**

The following violations constitute a 5-yard penalty:

Failure to wear required equipment	5-yards from the line of scrimmage	Whistle blown at snap ball
Delay of games	5-yards from the line of scrimmage	Whistle blown after 30 seconds
Illegal substitution	5-yards from the line of scrimmage	Whistle blown at snap of ball
Invalid or illegal fair-catch signal	5-yards from the line of scrimmage	Whistle blown at end of play
Free kick infraction or kicking out of bounds	5-yards back and re-kick Take ball where it went out of bounds Take ball at 35-yard line	Whistle blown at end of play
Encroachment	5-yards from the line of scrimmage	Whistle blown before snap of ball
False start	5-yards from the line of scrimmage	Whistle blown before snap of ball
Illegal formation or procedure at snap	5-yards from the line of scrimmage	Whistle blown at snap of ball
Less than 7 players on line of scrimmage	5-yards from the line of scrimmage	Flag thrown during play
Illegal shift or illegal motion	5-yards from the line of scrimmage	Whistle blown at snap of ball
Illegal handling or passing the ball forward	5-yards from the line of scrimmage	Loss of down, flag thrown during play
Illegal receiver downfield	5-yards from the line of scrimmage	Flag thrown during play
Helping the runner	5-yards from the line of scrimmage	Flag thrown during play
Lining head up on long snapper and hitting	5-yards from the line of scrimmage	Flag thrown during play
Incidental roughing the kicker	5-yards from the line of scrimmage	Flag thrown during play

### **R9.2 Ten Yard Penalties**

The following violations constitute a 10-yard penalty:

Illegal blocking technique	10 yards from spot of foul	Flag thrown during play
Holding, tripping, clipping, chop blocking	10 yards from spot of foul	Flag thrown during play
Illegal kick or batting of ball	10 yards from spot of foul	Flag thrown during play

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Kicking or catching interference	10 yards from spot of foul	Flag thrown during play
Pass interference on defense	10 yards from line of scrimmage	Flag thrown during play
Pass interference on defense, if caught	End of play plus 10 yards	Flag thrown during play
Pass interference on offense	10 yards from line of scrimmage	Flag thrown during play
Charging into an opponent out of play	10 yards from spot of foul; personal foul	Flag thrown during play
Face mask	10 yards from spot of foul or end of play	Flag thrown during play
Roughing the passer or snapper	10 yards from line of scrimmage and first down If pass is caught, the 10 yards is added to the end of play	Flag thrown during play
Slapping the blocker's head	10 yards from spot of foul or end of play	Flag thrown during play
Illegal participation	10 yards from line of scrimmage	Whistle blown at snap of ball
Sideline infraction	10 yards from line of scrimmage	Flag thrown during play
Nonplayer illegally on field	10 yards from line of scrimmage tacked on at end of play	Flag thrown during play
Spearing	10 yards from spot of foul	Flag thrown during play
Open field horse collar	10 yards from spot of foul or add it on to end of play	Flag thrown during play

### **R9.3 Ten Yard Penalties plus Disqualification**

The following violations constitute a disqualification and a 10-yard penalty:

Fighting by player or nonplayer	10 yards from line of scrimmage	Flag thrown
Any act if unduly rough or flagrant	10 yards from line of scrimmage	Flag thrown
Striking, Kicking, or Kneeing	10 yards from line of scrimmage	Flag thrown
Intentionally contacting an official	10 yards from line of scrimmage	Flag thrown
A second unsportsmanlike foul by player or nonplayer	10 yards from line of scrimmage	Flag thrown



#### **R9.4 Unsportsmanlike Conduct**

If unsportsmanlike conduct is called the penalty will be assessed from the line of scrimmage or end of play, whichever is worse. If against the defensive team, the penalty will result in an automatic first down for the offense. A second unsportsmanlike conduct penalty against a player or coach will result in disqualification per Section R3.3

Unsportsmanlike conduct may be called, without warning, against a team's sideline and/or family cheering section. An unsportsmanlike conduct penalty against a non-player/coach will result in an on the field 10 yard penalty. A second unsportsmanlike conduct penalty against a non-player/coach will result in an automatic ejection under the [Code of Conduct](#) and [Ejections – Coach or Spectator](#).

### **R10 Special Rules for Cadet**

#### **R10.1 Coaches on the Field**

One coach is allowed on the field during the game for Cadet division games.

#### **R10.2 Assisting the Play**

A coach(es) can be in the huddle calling offensive and defensive plays, but must back away from the area of play and be behind the referees prior to the start of the quarterback's coming set under the center.

Coaches need to be behind the referees when the quarterback comes set under the center.

Coaches may not shout instructions and may not physically touch or assist a player after the quarterback has come set under the center. An attempt by the coach to assist a player during the play is considered unsportsmanlike conduct and the penalty will be assessed as follows:

If offending coach is on offense: 10-yard penalty from the line of scrimmage or the spot of the ball (whichever is worse) and loss of the down that was played.

If offending coach is on defense: 10-yard penalty from the line of scrimmage or the spot of the ball (whichever is worse) and automatic first down for the offense.

If both sides commit this penalty on the same play or this penalty is committed and another penalty is committed by the opposing team, then the penalties would offset and the down would be replayed.

If this penalty is committed along with another penalty by the same team, it is not combined, but the victimized team would have a choice of which penalty to accept.

#### **R10.3 Punt Situations**

The Cadet Division has the option to punt:

- On fourth down or punting situations, if the offensive unit elects to punt, the referee will mark off 20 yards from the spot of the ball and signal a change of possession and mark the ball ready to play.
- On election to punt inside the 30 yard line, the ball can only be advanced half the distance to the goal line or the 10 yard line, whichever is farther.

## Appendix B: Rules of Play (Rookie and Flag)

### R1 General Rules Authority

The KGK has modeled its organization after the National Federation of State High School Associations (NFHS) rulebook and the USA Football Rookie Tackle 8-Player rulebook.

The KGK understands; however, that cases may arise where the head referee or designated field monitors may need to make a game rule decision during the play of a game. The individual will make the best attempt to follow NFHS rulebook with respect to the level of play. Individual judgment decisions made in this instance are not subject for appeal.

### R2 Playing Field

The official league and post season play-off games shall be played on the fields provided by the City of Kennewick at Eastgate Park, measuring 40 x 35 1/3 yards.

#### R2.1 Field of Play

All possessions start on the 40-yard line going toward the end zone. After each play, the ball is spotted in the middle of the field. Hash marks are not used.

#### R2.2 Administrative Zone

An Administrative Zone extending a minimum of 10 yards from the 40 yard line will be established for game administration and safety purposes. Game officials, league personnel and designated coaches are allowed in this space. The offensive huddle may take place in the Administrative Zone.

#### R2.3 Sideline and Players' Box

The sideline players' box extends from the 40 yard line to the 25 yard line. Players not in the game must stay in the players' box with one or more coaches to supervise.

#### R2.4 Field Markers and Chains

First downs, down markers, and the chain gang are administered in accordance with National Federation (NFHS) rules starting from the 40 yard line.

#### R2.5 Championship Game

When scheduling permits, championship games will be played on regulation, official-sized playing fields at a high school stadium. When played on official, regulation fields the field will be modified in the following ways:

- The sidelines will run between the insides of the numbers.
- Sidelines should be marked with cones every five yards.
- Pylons should be used to mark the goal line and the backline of the end zone

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**R3 Game Clock**

**R3.1 Rookie**

2 x 30 minute periods – running clock  
5 minute half-time  
2 time outs per half (1 minute duration each)  
Last 2 minutes of 2<sup>nd</sup> half – stopped clock

**R3.2 Flag**

2 x 20 minute periods – running clock  
5 minute half-time  
No timeouts

**R3.3 Non-Penalty Clock Stop/Start**

At the Rookie division, the clock will be stopped during the last 2 minutes of the second half in the following, non-penalty situations:

THE CLOCK WILL BE STOPPED	THE CLOCK WILL RESTART
"Extended" injury on the field*	On the referee's signal of ready for play
Nonplayer or nonteam interference on the field*	On the referee's signal of ready for play
Inadvertent whistle	On the referee's signal of ready for play
Officials time out*	On the snap
Change of possession	On the snap
For a charged team time out*	On the snap
Score or safety occurs	On the snap

\* Clock stoppage regardless of period

Note: Rookie games are running clock except the last 2 minutes of the game.

**R4 Playing Time**

The Rookie and Flag divisions are developmental divisions with a "all players, all positions, all skills philosophy". Not all players may play every position every game or even through the course of the entire season. All players should practice at least one offensive and defensive line position as well as one offensive and one defensive backfield position. In practice, players should learn all skills of all positions for developmental purposes in accordance with the Football Development Model principles.

If rosters have 16 or fewer players then each player on the squad will have either an offensive or defensive starting position and play the entire first half with that unit. Players must switch to the opposite unit at halftime and play the entire 2<sup>nd</sup> half with that unit. All players should have at least one offensive and defensive position to play each game.

## **R5 Jersey Numbers**

Because of the “all players, all positions, all skills philosophy,” there are no restrictions on jersey numbers or player positions.

It is not allowed to change a player’s jersey number during the course of a game in order to deceive the opposing defense. Any team caught jersey swapping for this purpose will forfeit the game, regardless of the game’s outcome. If a jersey is damaged and unsuitable for play, the opposing coach and officials must be immediately notified of the problem and given the player’s name and their new jersey number. It is recognized that many players buy multiple jerseys with different numbers during their years at KGK, and that some players buy or are issued a jersey number and choose at some point in time to wear an older siblings’ jersey and number. The league makes no sanction or prohibition against this practice.

## **R6 The Huddle**

The time allowed between the huddle and the snap of the ball shall not exceed 30 seconds from the referee’s spot of the ball and the signal of ready for play.

## **R7 Assisting the Play**

A coach(es) can be in the huddle calling offensive and defensive plays, but must back away from the area of play and be behind the referees prior to the start of the quarterback’s coming set under the center.

Coaches need to be behind the referees when the quarterback comes set under the center.

Coaches may not shout instructions and may not physically touch or assist a player after the quarterback has come set under the center. An attempt by the coach to assist a player during the play is considered unsportsmanlike conduct and the penalty will be assessed as follows:

**If offending coach is on offense:** 10-yard penalty from the line of scrimmage or the spot of the ball (whichever is worse) and loss of the down that was played.

**If offending coach is on defense:** 10-yard penalty from the line of scrimmage or the spot of the ball (whichever is worse) and automatic first down for the offense.

If both sides commit this penalty on the same play or this penalty is committed and another penalty is committed by the opposing team, then the penalties would offset and the down would be replayed.

If this penalty is committed along with another penalty by the same team, it is not combined, but the victimized team would have a choice of which penalty to accept.

## **R8 Scoring**

### **R8.1 Touchdowns**

An offensive touchdown is worth 6 points. There are no defensive touchdowns as all turnovers are blown dead immediately.

### **R8.2 Point after Touchdowns (PAT)**

After every successful touchdown, a point after attempt shall occur from the 3-yard line by the offense. Point after attempts do not extend the game if the score would not matter to the offense to win the game.

Successfully crossing the goal line on a PAT attempt by a forward pass is worth 2 points. Successfully crossing the goal line on a PAT attempt by run play is worth 1 point.

### **R8.3 Safeties**

There are no defensive safeties. All tackles behind the 40-yard line result in a loss of down, but the offense retains the ball, and the ball is re-spotted at the 40-yard line.

### **R8.4 Scoring Limitations**

A player may score a maximum of 2 touchdowns in a game. Once a player has scored 2 offensive touchdowns in a game, they must be moved from the QB or RB position. Players who have scored 2 touchdowns may continue to play offense but must play on the offensive line or at tight end, wide receiver or wing and cannot have a play designed for them to touch the ball.

#### **R8.4.1 Points After Touchdown**

A player who reaches his/her touchdown limit may touch the ball during the PAT attempt immediately following his/her 2<sup>nd</sup> touchdown. However, he/she may not touch the ball on any subsequent PAT attempts.

#### **R8.4.2 Identifying Ineligible Ball Carriers/Receivers**

To assist game officials, coaches, players, and field monitors in easily identifying ineligible ball carriers/receivers a penny will be placed on the helmet of any player who reaches their touchdown limit.

#### **R8.4.3 Ineligible Touches**

In the event an ineligible player touches the ball on an offensive drive, whether designed or not, the play will be immediately blown dead. The ball will be placed at the original line of scrimmage. The infraction will result in the loss of a down.

In the event an ineligible player touches the ball on a PAT, whether designed or not, the play will be immediately blown dead. The infraction will result in a 5 yard penalty and the PAT replayed.

An ineligible player may recover a fumble. If the player recovering the ball is ineligible the ball will be spotted at the point of recovery with no additional loss of down.

#### **R8.4.4 Attempts to Curtail Rule**

A team may not have a player intentionally fall down or step out of bounds near the goal line to avoid hitting the player's maximum touchdown limit. Doing so will result in an unsportsmanlike conduct penalty.

### **R8.5 Mercy Rule**

If, at any time after the first period of play (half or quarter), a differential of 28 or more points exists the Mercy Rule will go into effect.

#### **R8.5.1 Game Clock**

Once the mercy rule has gone into effect the game clock will become a running clock and will only be stopped for time outs, player injury, or change in game periods (i.e. end of quarter or halftime). The clock will not revert to a normal game clock for the remainder of the game.

#### **R8.5.2 Official Score**

Once the mercy rule is in effect the official game score will be the score at the time the mercy rule was instituted.

#### **R8.5.3 Special Game Rules**

After a mercy rule is in effect the following special rules will apply:

- The winning team will substitute starting positions with reserve positions provided that the mandatory playing time requirements are still met.
- There will be no blitzing

#### **R8.5.4 Violations**

Any coach found to be in violation of the mercy rule limitations or the intent of the rule will be disciplined under the Coaches' Code of Conduct policy at the discretion of the Disciplinary Committee.

#### **R8.5.5 Exceptions and Waivers**

There are no exceptions and no waivers permitted for instituting the Mercy Rule when applicable.

### **R9 Turnovers**

#### **R9.1 Turnover on Downs**

A turnover on downs brings the ball back to the 40-yard line. The teams switch side from offense to defense, defense to offense.

#### **R9.2 Interceptions**

Turnovers on interceptions are blown dead immediately. No returns are allowed. Play restarts on the 40-yard line with the intercepting team now on offense.

#### **R9.3 Fumbles**

A fumble is a live ball until it is recovered by a player, lands out of bounds, or approaches the administrative zone and officials determine the play should be blown dead.

##### **R9.3.1 Defensive Recovery**

If a defensive player recovers the ball the play is blown dead immediately. No returns are allowed. Play restarts on the 40-yard line with the recovering team now on offense.

##### **R9.3.2 Offensive Recovery**

If an offensive player recovers the ball the play is live and the player may advance the fumble

### **R10 Special Teams Adjustments**

There are no special teams. There are no kickoffs or punts. Each possession starts with the ball on the 40-yard line, regardless of whether there is a score, turnover, or turnover on downs. There are no field goals or PAT's by kick.

## R11 Offensive Adjustments

### R11.1 Line of Scrimmage

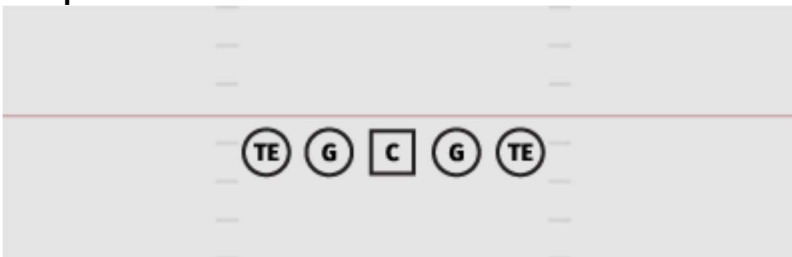
Each play must include three offensive linemen – a center and two guards, one on either side of the center. These players are ineligible for first touch as the receiver of a pass.



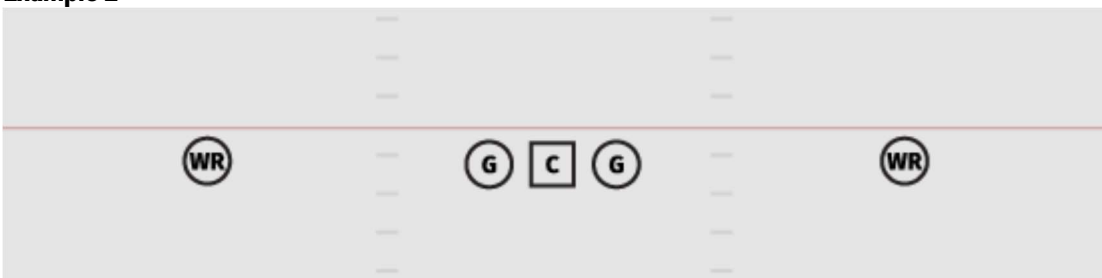
The offense must have five players on the line of scrimmage. No more, no less. The fourth and fifth players can be tight ends, split ends, or a combination of the two. ***Only the two end players on the line of scrimmage are eligible for first touching of a pass.***

There are no unbalanced lines. The split ends/tight ends must be on opposite sides of the center.

#### Example 1

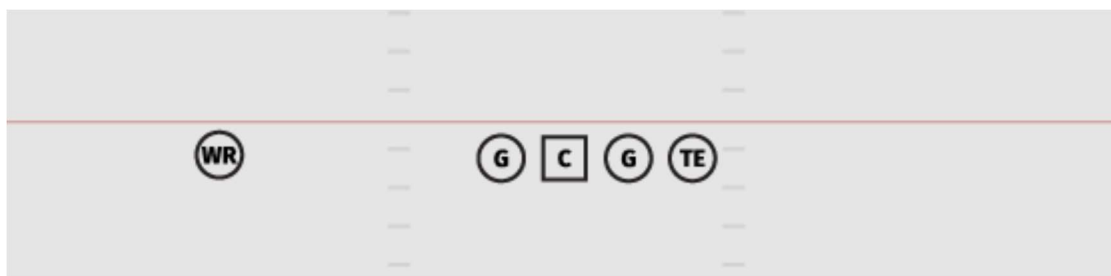


#### Example 2



#### Example 3

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The distance (split) between a guard and center may not exceed three feet (one yard) but may be closer.

Guards are required to play from a two-point stance. There are no three-point stances.

The five offensive players who are not playing guard or center may be deployed in positions at the coach's discretion as long as two are on the line of scrimmage.

### **R11.2 The Snap**

The center may only have his or snapping hand down on the ball.

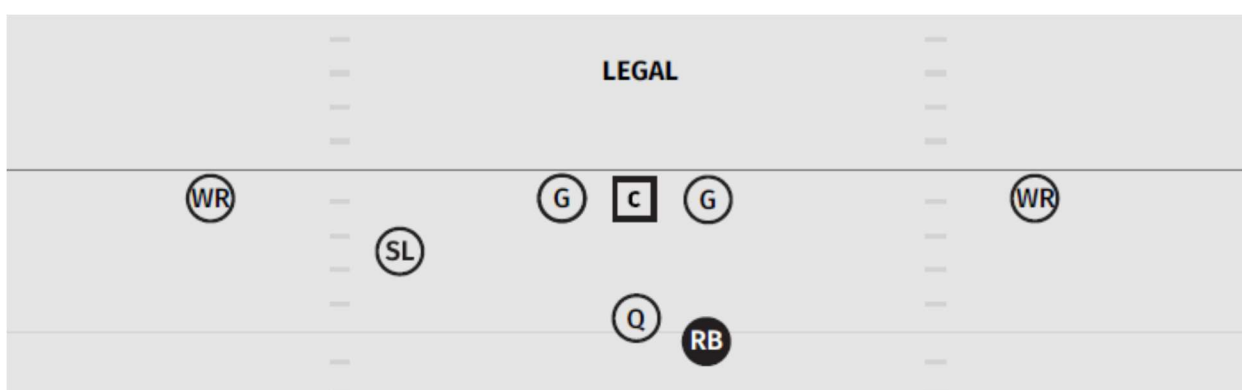
The quarterback-center exchange may be direct, pistol, or shotgun.

### **R11.3 Illegal Plays and Formations**

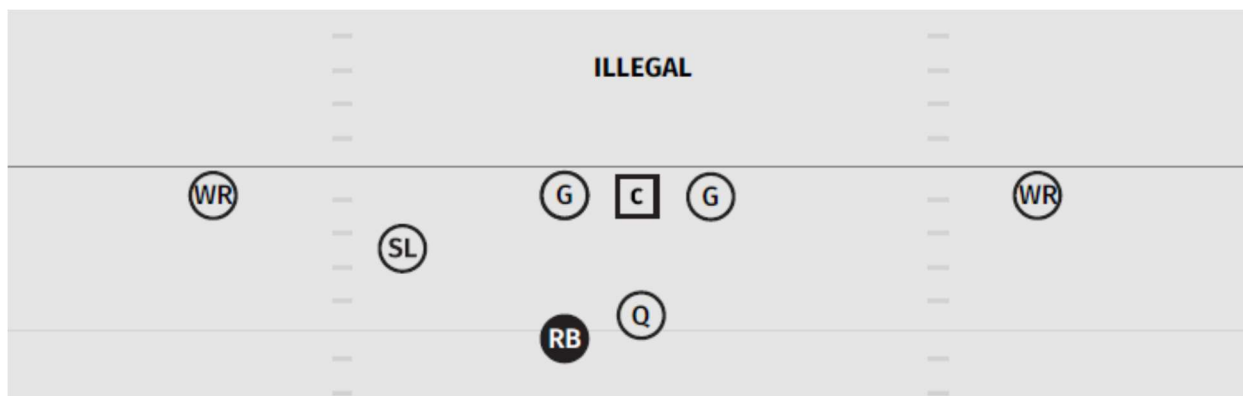
Quarterback sneaks are prohibited in all situations.

All blocks below the waist, in any situation, are illegal.

No trip formations are allowed. Trips are defined as any three players outside the guard-to-guard box on the same side of the ball. *Note that motion is allowed by a backfield player as long as it doesn't create an illegal trips formation.*





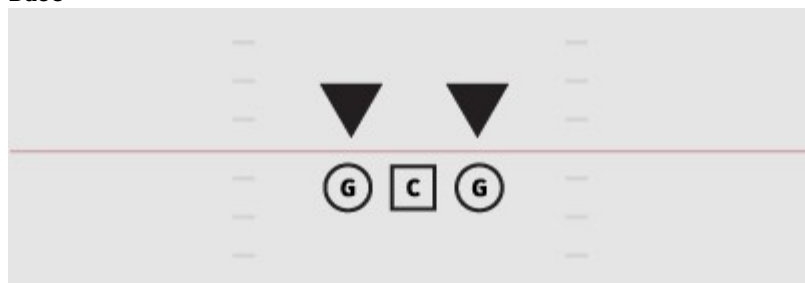


## R12 Defensive Adjustments

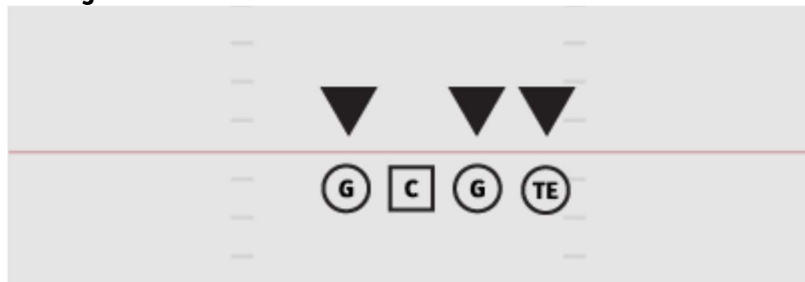
### R12.1 Linemen

Defenses may only have two defensive linemen unless an offensive formation includes a tight end. In that case, a third defensive player may line up over the tight end. Two tight ends allow the defense to use four defensive players on the line of scrimmage. **Note: a tight end is defined as a player on the line of scrimmage and within three feet (1 yard) of a guard.**

#### Base

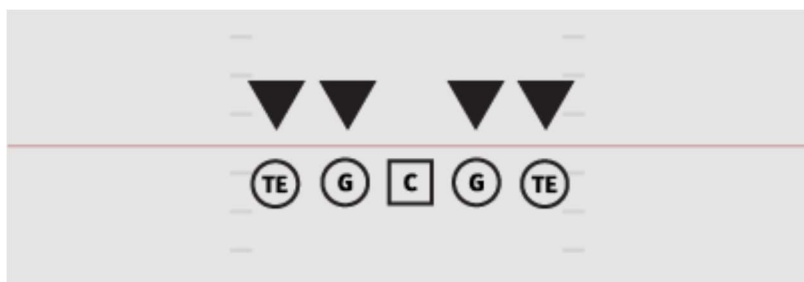


#### One Tight End



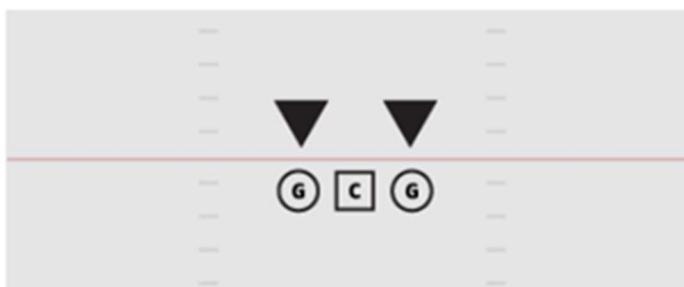
#### Two Tight Ends

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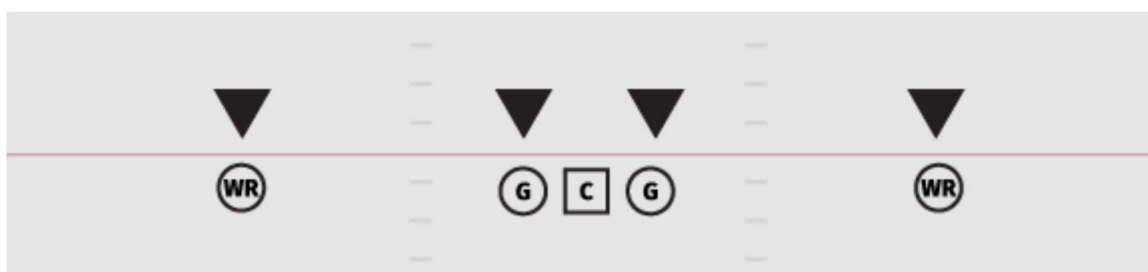


Defensive linemen must be in a two-point stance.

Defensive linemen must be aligned on the guards and/or tight ends in a head up or outside shade position. Players in an outside shade must always have one foot aligned inside the stance of the opposing player.



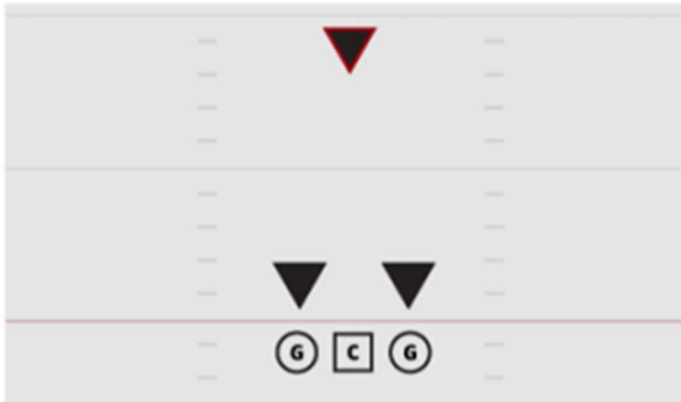
If the offense aligns with no tight ends, the defense may still align with four players on the line of scrimmage (press corner) but the player must be positioned over the receiver he or she is covering. **Note: with the exception of the players covering the guards, the defense is not required to have additional players on the line of scrimmage but has the option to do so.**



## **R12.2 Defensive Backfield**

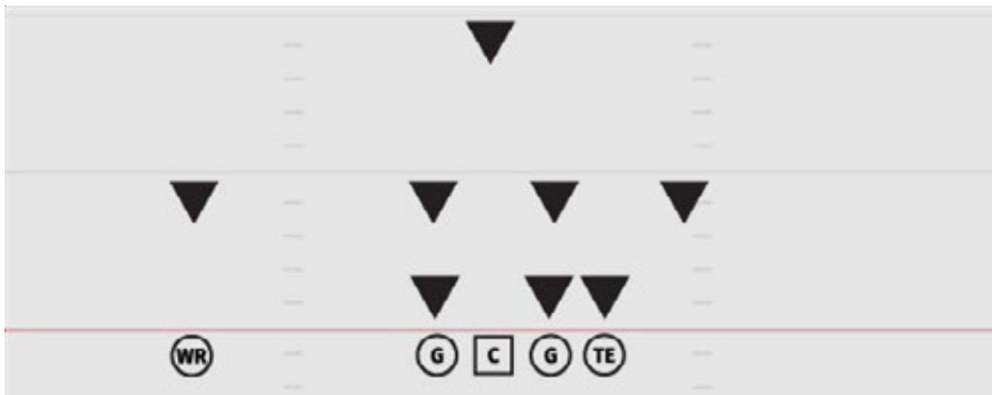
The defense must have one player at least 10 yards off the line of scrimmage.

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All remaining players not on the line of scrimmage or at ten-yard deep safety must be a minimum of four yards off of the line of scrimmage.

Defenses that choose to not match the eligible receivers on the line of scrimmage may position those players on the second level as long as they are at least four yards from the line of scrimmage.



If the ball is inside the four-yard line, the four non-linemen, non-deep players may align on the goal line.

### **R12.3 Illegal Procedures and Formations**

#### **R12.3.1 Penetration of the A Gap**

Defensive line of scrimmage players may not penetrate the A-gap on the snap of the ball. Contact with the hands must be made with the offensive line player before defeating the block into the A gap.

**Enforcement:** Deliberate stunting into the A-gap is to be treated as an illegal procedure foul and enforced as a five-yard live ball penalty.

#### **R12.3.2 Blitzing**

No blitzes are allowed. Players within the box at the snap can penetrate upon the snap.

Linebackers, safeties, and cornerbacks (both on the line and at depth) can flow to the ball naturally after a handoff is made, but predetermining penetration to a specific gap is illegal.

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On a quarterback run linebackers, safeties and cornerbacks (both on the line and at depth) can flow to the ball naturally as soon as the quarterback passes the guard.

The box includes offensive players who line up within two yards of the ball and on the line of scrimmage along with the defensive players lined up over them.

On pass plays, anyone outside the box on the snap cannot rush the quarterback and must remain behind the line of scrimmage in pass coverage.

**Application:** The restriction on blitzing is intended to encourage skill development within the passing game and allow young players to execute a successful handoff with limited penetration.

**Enforcement:** Illegal blitzes by a linebacker or defensive back shall be enforced as an illegal procedure foul and a five-yard live ball penalty. If continued blitzing is determined to be a product of coach encouragement, a 10-yard unsportsmanlike conduct penalty can occur.

## **R13 Penalties**

### **R13.1 Five Yard Penalties**

The following violations result in a 5-yard penalty:

Failure to wear required equipment	5-yards from the line of scrimmage	Whistle blown at snap ball
Delay of games	5-yards from the line of scrimmage	Whistle blown after 30 seconds
Illegal substitution	5-yards from the line of scrimmage	Whistle blown at snap of ball
Free kick infraction or kicking out of bounds	5-yards back and re-kick Take ball where it went out of bounds Take ball at 35-yard line	Whistle blown at end of play
Encroachment	5-yards from the line of scrimmage	Whistle blown before snap of ball
False start	5-yards from the line of scrimmage	Whistle blown before snap of ball
Illegal formation or procedure at snap	5-yards from the line of scrimmage	Whistle blown at snap of ball
Less than 3 or more than 4 players on line of scrimmage	5-yards from the line of scrimmage	Flag thrown during play
Illegal shift or illegal motion	5-yards from the line of scrimmage	Whistle blown at snap of ball
Illegal handling or passing the ball forward	5-yards from the line of scrimmage	Loss of down, flag thrown during play
Ineligible receiver downfield	5-yards from the line of scrimmage	Flag thrown during play

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Helping the runner	5-yards from the line of scrimmage	Flag thrown during play
Illegal blitz	5-yards from the line of scrimmage	Flag thrown during play
Stunting into the A-Gap	5-yards from the line of scrimmage	Flag thrown during play

### **R13.2 Ten Yard Penalties**

The following violations result in a 10-yard penalty:

Illegal blocking technique	10 yards from spot of foul	Flag thrown during play
Holding, tripping, clipping, chop blocking	10 yards from spot of foul	Flag thrown during play
Illegal kick or batting of ball	10 yards from spot of foul	Flag thrown during play
Catching interference	10 yards from spot of foul	Flag thrown during play
Pass interference on defense	10 yards from line of scrimmage	Flag thrown during play
Pass interference on defense, if caught	End of play plus 10 yards	Flag thrown during play
Pass interference on offense	10 yards from line of scrimmage	Loss of down, Flag thrown during play
Charging into an opponent out of play	10 yards from spot of foul; personal foul	Flag thrown during play
Face mask	10 yards from spot of foul or end of play	Flag thrown during play
Roughing the passer or snapper	10 yards from line of scrimmage and first down If pass is caught, the 10 yards is added to the end of play	Flag thrown during play
Slapping the blocker's head	10 yards from spot of foul or end of play	Flag thrown during play
Illegal participation	10 yards from line of scrimmage	Whistle blown at snap of ball
Sideline infraction	10 yards from line of scrimmage	Flag thrown during play
Nonplayer illegally on field	10 yards from line of scrimmage tacked on at end of play	Flag thrown during play
Spearing	10 yards from spot of foul	Flag thrown during play
Open field horse collar (not jersey)	10 yards from spot of foul or add it on to end of play	Flag thrown during play

Repeat blitz encouraged by coach (official's discretion)	10 yards from line of scrimmage	Flag thrown during play
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### **R13.3 Ten Yard Penalties plus Disqualification**

The following violations constitute a disqualification and a 10-yard penalty:

Fighting by player or nonplayer	10 yards from line of scrimmage	Flag thrown
Any act if unduly rough or flagrant	10 yards from line of scrimmage	Flag thrown
Striking, Kicking, or Kneeing	10 yards from line of scrimmage	Flag thrown
Intentionally contacting an official	10 yards from line of scrimmage	Flag thrown
A second unsportsmanlike foul by player or nonplayer	10 yards from line of scrimmage	Flag thrown

### **R13.4 Unsportsmanlike Conduct**

If unsportsmanlike conduct is called the penalty will be assessed from the line of scrimmage or end of play, whichever is worse. If against the defensive team, the penalty will result in an automatic first down for the offense. A second unsportsmanlike conduct penalty against a player or coach will result in disqualification per Section R11.3

Unsportsmanlike conduct may be called, without warning, against a team's sideline and/or family cheering section. An unsportsmanlike conduct penalty against a non-player/coach will result in an on the field 10 yard penalty. A second unsportsmanlike conduct penalty against a non-player/coach will result in an automatic ejection under the [Code of Conduct](#) and [Ejections – Coach or Spectator](#).

### **R13.5 Penalty Limitations Due to Administrative Zone**

No penalty on the offense can take the ball beyond the 40-yard line. *Example: A five-yard penalty called and accepted on the 38-yard line would result in the loss of two yards and the ball spotted on the 40-yard line.*

Penalties on the offense called between the 40-yard line and the end zone in which yardage is lost, even if limited in enforcement by the 40-yard line, are enforced as written in terms of down lost or replayed.

Penalties on the offense that are called and accepted on or behind the 40-yard line result in the loss of a down. A penalty that would normally include a loss of down would not result in a second loss of down on the same play.

### **R13.6 Personal Foul Penalties**

All personal foul penalties include an immediate required substitution from the field for a minimum of one play to allow coaches to address misconduct and promote good sportsmanship. This is called a "cooling off period". If a team does not have any substitutes for the game, coaches and officials will discuss during the pregame meeting how to apply league standards for this situation.

## **R14 Special Rules for Flag Football**

The following additional modifications will be made for the flag football division

### **R14.1 Practices**

Teams will practice a minimum of 1 time per week and a maximum of 2 times per week. Practices will last no longer than 1 hour.

### **R14.2 Equipment and Uniform**

Each player must wear a uniform shirt/jersey and flag belt with flags attached. Cleats with exposed metal are not allowed. Players must remove all jewelry and hats. Uniform shirt/jerseys must be tucked into shorts or pants.

### **R14.3 Scoring**

No official score is kept in the flag football division except during the end of season tournament.

### **R14.4 Tackling/Flag Pulling**

A legal flag pull (tackle) takes place when the ball carrier is in full possession of the ball.

Defenders can dive to pull flags but cannot tackle, hold, or run through the ball-carrier when pulling flags.

It is illegal to attempt to strip or pull the ball from the ball carrier's possession at any time.

**Enforcement:** Stripping is a defensive spot foul resulting in a 10 yard penalty and automatic first down.

If a player's flag inadvertently falls off during the play, the player is down immediately upon possession of the ball.

A defensive player may not intentionally pull the flags off of a player who is not in possession of the ball. If a defender makes a good-faith flag pull while a receiver bobbles or juggles what will be a completed catch, the ball is down where possession is made.

### **R14.5 Flag Obstruction/Guarding**

All uniform shirts/jerseys must be tucked in before play begins. Flags must be on the players' hips and free from obstruction. Untucked uniform shirts/jerseys that obstruct flags will be considered flag guarding.

Flag guarding is an attempt by the ball-carrier to obstruct the defender's access to the flags by stiff arming, dropping the head, hand, arm or shoulder or intentionally covering the flags with the jersey or uniform shirt.

**Enforcement:** Flag guarding is an offensive spot foul resulting in a 10 yard penalty and loss of a down.

### **R14.6 Blocking**

Blocking is legally obstructing an opponent via contact with hands or body.

Blockers must be on their feet before, during, and after contact is made with an opponent.

A blocker is allowed to contact only the portion of the opponent's body between the waist and the shoulder and the blocker's hands must be in front or to the side of the player being blocked.

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Initial point of contact against an opponent must be with either open hands with palms contacting an opponent or forearm. The hands or arms may not be swinging forward faster than the blocker's body. Hands must always be in advance of elbows and arms must be flexed at the elbows.

Players are NOT allowed to cross their arms and thrust forward in the manner of a battering ram.

Clipping is not allowed.



## Appendix C: Player Code of Conduct

As a player of Kennewick Grid Kids Football, it is your job to have fun and enjoy the game of football. Good sportsmanship, teamwork, and learning the rules of the game are all a part of your experience. Please read the players code of conduct carefully, and ask your parent or coach to explain any that you don't understand. By understanding and playing by these rules will help you to become a better football player and an important part of your team.

- Play for the fun of it, not just to please your parents or coach.
- Play by the Rules of the Game.
- Never argue or complain about a Referee's calls or decisions.
- Control your temper. Most of all resist the temptation to retaliate when you feel you have been wronged.
- Concentrate on playing football with your best effort. Work equally hard for your team as for yourself.
- Be a good sport by cheering all good plays, whether it's your team or your opponent's.
- Treat all players, as you would like to be treated.
- Remember that the goals of the game are to have fun, improve your skills and feel good. Don't be a showoff.
- Cooperate with your coaches, teammates, opponents and the Referees.

**Failure to abide by the rules, regulations and Code of Conduct of Kennewick Grid Kids Football may result in disciplinary actions.**

## Appendix D: Parent Code of Conduct

As a parent, you play a special role in contributing to the needs and development of young players and the League. Through your encouragement and good example, you can help assure that all boys and girls learn good sportsmanship and self-discipline. In Kennewick Grid Kids Football, young people learn to work together, to sacrifice for the good of the team, to enjoy winning and deal appropriately with defeat, all while becoming physically fit and healthy. Best of all, they have fun.

### **Support Your Child & KGK**

- Supporting your child by giving encouragement and showing interest in their team is very important.
- Help your child work toward skill improvement and good sportsmanship in every game. Teach your child that hard work and an honest effort are often more important than victory – that way your child will always be a winner despite the outcome of the game!
- Be willing to work 1 shift in the concession stand.

### **Always Be Positive**

- Parents serve as role models for their children. Be aware of this and work to be a positive role model. Applaud good plays by your child's and the opposing team.
- Support all efforts to remove verbal and physical abuse from youth sports activity.

### **Remember That Your Child Wants to Have Fun**

- Remember that your child is the one playing football, not you. It is very important to let children establish their goals-to play the game themselves. Take care not to impose your own standards and goals on them.
- Don't put too heavy a burden on your child to win games.
- Children play for the fun of playing.

### **Reinforce Positive Behavior**

- Positive reinforcement is the best way to help your child achieve their goals and their natural fear of failure. Nobody likes to make mistakes. If your child makes one, remember it's all part of learning, so encourage your child's efforts and point out the good things your child accomplished.

### **Do Not Be a Sideline Coach or Referee**

- Coaches, referees and Board Members are usually parents just like you. They volunteer their time to help make your child's football experience a positive one. They need your support too.
- Refrain from coaching or refereeing from the bleachers. As a volunteer organization, there's always an opportunity for you to take your interest in coaching or refereeing to the next level and become one yourself!

**Failure to abide by the rules, regulations and Code of Conduct of Kennewick Grid Kids Football may result in disciplinary actions.**

## Appendix E: Coaches' Code of Conduct

The primary goal of coaches should be the development of boys and girls to be better citizens. The players must be taught sportsmanship and fair play, and these teachings should always govern their behavior while at practice and at games. Coaches shall be responsible for the conduct of all players, members of the coaching staff and spectators. This includes the time periods before, during, and after league games and other events. With the exception of the organizational head coach a coach's tenure ends at the conclusion of the annual meeting.

- The coach will not criticize players in front of spectators.
- The coach will accept the decisions of officials.
- The coach will not criticize the officials, the opposing team, the coaches, fans or parents, through language or gesture.
- The coach will emphasize that good athletes are good students, and both are physically and mentally alert.
- The coach will strive to make every football activity serve as a training ground for life, and as a basis for good mental and physical health.
- The coach will emphasize that winning a game is the result of teamwork.
- The coach shall not use abusive or profane language before anyone connected with the game.
- The coach will refrain from "running-up" the score against an opponent. This includes keeping in the first defense at all times.
- The coach shall not be under the influence of alcohol or dangerous drugs.
- The coach will set an example in personal conduct at all times.
- The coach will not smoke or use any form of tobacco while on the field of play during games, scrimmages or practices.
- The coach will treat each player, opposing coach, parent and KGK Board member with respect and dignity.
- The coach will learn the strengths and weakness of their players so they might place them into situations where they have a maximum opportunity to achieve success.
- The coach will protect the health and safety of their players by insisting that all of the activities under their control be conducted for their psychological and physiological welfare, rather than interests of adults.

Failure to abide by the rules, regulations and Code of Conduct of Kennewick Grid Kids Football may result in disciplinary actions.

F

## Appendix F: Injury and Return to Play Protocol

### F1 Purpose

The Injury and Return to Play Protocol is part of a comprehensive effort to maintain a safe playing environment at Kennewick Grid Kids Football.

### F2 Authority

Section 7.6 of the Kennewick Grid Kids Bylaws states: "The Player Injury Protocol shall be established by the Player Safety Coordinator and Executive Committee during each league year. The protocol shall be publicly published and distributed to members."

### F3 Head and Neck Injuries

Any player identified by a coach, official, field monitor, board member, or parent/guardian as potentially having a concussion or other head or neck injury will be removed from play and not be permitted to reenter until he/she has been evaluated by a licensed health care provider trained in the evaluation and management of concussions. Players will immediately enter head/neck injury protocol.

#### F3.1 Signs and Symptoms of Concussion

Signs and symptoms of concussions can show up immediately following an injury or may not appear or be noticed until days after an injury. Signs and symptoms may include:

##### Symptoms Reported by Athlete:

- Headache or "pressure" in the head
- Nausea or vomiting
- Balance problems
- Dizziness
- Sensitivity to light or noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion

##### Observable Signs:

- Appears dazed or stunned
- Confused about assignments or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes
- Can't recall events prior to and/or after hit or fall

### **F3.2 Identification**

An athlete identified by a coach, official, field monitor, board member, or parent/guardian as having one or more signs or symptoms after a bump, blow, or jolt to the head or body will be assumed to have a potential concussion. The athlete will immediately enter the league head/neck injury protocol.

### **F3.3 Protocol**

Immediately following identification of a potential head or neck injury the head/neck injury protocol will begin:

- Notify the athlete's head coach that the athlete is entering head/neck injury protocol
- Immediately remove the athlete from the game or practice and remove his/her helmet
- Notify the athlete's parent or guardian that the athlete has been removed from play due to possible head or neck injury, the circumstances leading to the possible injury, and the need for further medical evaluation
- The head coach must report the potential head or neck injury to the Player Safety Coordinator via text and the Player Injury Report as soon as is reasonably possible but not later than the morning following the injury

### **F3.4 Return to Play**

No athlete with a potential concussion or other head or neck injury will be permitted to participate in a practice or game until he/she has received written clearance from a medical professional experienced in concussion evaluation. Written return to play clearance forms may not contain a future date for return to play. Return to play clearance forms must be submitted to the Player Safety Coordinator for final league clearance. Once cleared to return, the Player Safety Coordinator will notify the athlete's head coach that he/she is cleared to return to practice or game activities. The athlete will not be permitted to participate until approval has been received from the Player Safety Coordinator.

## **F4 Heat Illness**

The protocol for handling heat illness such as heat exhaustion or heat stroke were developed using guidance from the National Athletic Trainers Association.

### **F4.1 Dehydration**

#### **F4.1.1 Signs and Symptoms**

- Dry mouth
- Thirst
- Irritability
- Headache
- Dizziness
- Cramps
- Excessive Fatigue
- Inability to run fast or play at normal level for the child

#### **F4.1.2 Protocol**

- Move athlete to a shaded or air-conditioned area
- Provide athlete with fluids such as water or sports drinks

#### **F4.1.3 Return to Play**

The athlete may return to play once symptoms have resolved. Coaches should continue to monitor the athlete.

### **F4.2 Heat Cramps**

#### **F4.2.1 Signs and Symptoms**

- Intense pain not associated with pulling or straining muscles
- Persistent muscle contractions that continue during and after exercise

#### **F4.2.2 Protocol**

- Provide athlete with sports drink to help replace fluid and sodium losses
- Lightly stretch, relax, and massage cramped muscle

#### **F4.2.3 Return to Play**

The athlete may return to play once cramping has subsided, and he/she feels and acts ready to participate.

### **F4.3 Heat Exhaustion**

#### **F4.3.1 Signs and Symptoms**

- Athlete finds it difficult to keep playing
- Loss of coordination, dizziness, or fainting
- Profuse sweating or pale skin
- Headache
- Nausea, vomiting, or diarrhea
- Stomach/intestinal cramps or persistent muscle cramps

#### **F4.3.2 Protocol**

- Remove athlete from game or practice
- Begin treatment to include moving athlete to a shaded or air-conditioned area, removing additional clothing and/or equipment, cooling the athlete with cold water, fans or towels, having the athlete lie down with legs above his/her heart, and providing the athlete with water or sports drink if not nauseous or vomiting
- Notify the athlete's parent or guardian that the athlete has been removed from play due to possible heat exhaustion
- The head coach must report the heat illness to the Player Safety Coordinator via the Player Injury Report as soon as is reasonably possible but no later than the next required reporting period

#### **F4.3.3 Return to Play**

Any athlete identified as potentially suffering from heat exhaustion must be removed from play for the remainder of the day. He/she may return to play the next day or when symptoms have resolved, whichever is later. If the athlete seeks medical attention, written clearance must be provided to the Player Safety Coordinator prior the athlete returning to practices or games.

## **F4.4 Exertional Heat Stroke**

### **F4.4.1 Signs and Symptoms**

- Increase in core body temperature, usually above 104 degrees
- Seizures
- Altered consciousness or confusion
- Emotional instability, combativeness, irrational behavior, or decreased mental acuity
- Increased heart rate, decreased blood pressure, or rapid breathing
- Hot and wet or dry skin
- Headache
- Dizziness or weakness
- Nausea, vomiting, or diarrhea

### **F4.4.2 Protocol**

- Remove athlete from game or practice
- Contact emergency medical services for immediate transport to the nearest emergency medical facility. While awaiting EMS personnel begin cooling the athlete.
- Notify the athlete's parent or guardian that EMS has been contacted due to suspected heat stroke
- The head coach must report the heat illness to the Player Safety Coordinator via text and the Player Injury Report as soon as is reasonably possible but no later than the next required reporting period

### **F4.4.3 Return to Play**

No athlete with potential heat stroke will be permitted to participate in a practice or game until he/she has received written clearance from a medical professional. Return to play clearance forms must be submitted to the Player Safety Coordinator for final league clearance. Once cleared to return, the Player Safety Coordinator will notify the athlete's head coach that he/she is cleared to return to practice or game activities. The athlete will not be permitted to participate until approval has been received from the Player Safety Coordinator.

## **F5 Other Illness or Injury**

### **F5.1 Illnesses or Injuries Not Requiring Medical Attention**

#### **F5.1.1 Examples**

Examples of injuries not requiring medical attention include but are not limited to

- Bumps and bruises
- Cuts and scrapes
- Minor strains or sprains
- Any injury or illness that results in missing fewer than 3 consecutive practices or games

#### **F4.3.2 Protocol**

- Remove athlete from game or practice
- A Kennewick Grid Kids coach with a current USA Football coaches' card and a Kennewick Grid Kids Football coaches' certification must evaluate the player signs of injury.

- If, at the coach's discretion, the athlete is removed from the remainder of practice or more than one play series of a game, the parent/guardian must be notified of the circumstances leading to the injury and any treatment provided.
- The head coach must report the injury or illness to the Player Safety Coordinator via the Player Injury Report as soon as is reasonably possible but no later than the next required reporting period

#### **F4.3.3 Return to Play**

The athlete may re-enter the practice or game if the evaluating coach determines it is safe for the athlete to do so.

### **F5.1 Illnesses or Injuries Requiring Medical Attention**

#### **F5.1.1 Examples**

Examples of injuries requiring medical attention include but are not limited to

- Potential bone breaks
- Injuries identified by a Kennewick Grid Kids certified coach or parent/guardian as needing further evaluation
- Any injury or illness that results in missing 3 or more consecutive practices or games

#### **F4.3.2 Protocol**

- Remove athlete from game or practice
- A Kennewick Grid Kids coach with a current USA Football coaches' card and a Kennewick Grid Kids Football coaches' certification must evaluate the player signs of injury.
- Notify the athlete's parent or guardian that the athlete has been removed from play due to injury, the circumstances leading to the injury, and the need for further medical evaluation
- The head coach must report the injury to the Player Safety Coordinator via the Player Injury Report as soon as is reasonably possible but not later than the morning following the injury

#### **F4.3.3 Return to Play**

No athlete with an injury requiring medical evaluation will be permitted to participate in a practice or game until he/she has received written clearance from a medical professional. Return to play clearance forms must be submitted to the Player Safety Coordinator for final league clearance. Once cleared to return, the Player Safety Coordinator will notify the athlete's head coach that he/she is cleared to return to practice or game activities. The athlete will not be permitted to participate until approval has been received from the Player Safety Coordinator.

### **F6 Reporting Responsibility**

All head coaches will submit a weekly injury report to the player safety coordinator by no later than the second practice of the week. The report must contain all injuries regardless of significance level or whether the player missed playing time or not. Significant injuries must be reported as soon as reasonably possible. The player safety coordinator will review reports and assemble all injury reports into a league injury log made available to the executive committee. The player safety coordinator and/or executive committee may, at their discretion, request a player be further evaluated by a medical professional.



# G

## Glossary

### **Annual Meeting**

Yearly meeting held at the end of each season to re-elect new Board of Directors Members.

### **Board of Directors**

Collective group of elected members and head coaches responsible for running and facilitating operations for Kennewick Grid Kids.

### **Division**

A division consists of all Varsity squads, Jr. Varsity squads, Cadet squads, Rookie squads etc. in the Kennewick Grid Kids (KGK) organization.

### **Executive Committee**

Consists of the president, vice president, secretary, treasurer, equipment manager, and player safety coordinator.

### **General Meeting**

Meetings held on a regular basis to conduct KGK business.

### **Head Coaches**

Person in charge of each organization within the KGKs Association.

### **KGK**

The incorporated association organized under the laws of the State of Washington and operating as a "Member Association" KGKs Association.

### **Member**

A member consists of every head coach, assistant coach, player, parent/legal guardian of a player participating on a KGK team, administrator (paid or volunteer), and other active volunteer participating directly in the work of the KGK organization.

### **Organization**

An organization consists of five different squads: A, B, C, D, and E. KGK also supports Flag Football and Cheerleading.

### **Reassignments**

Due to special circumstances a player can be reassigned to another team.

### **Simple Majority**

Half of the members plus 1.

### **Special Meeting**

A meeting that is called outside of the annual or general meetings.

**Squad**

A squad consists the player on a Varsity, Jr. Varsity, Cadet, or Rookie team within an organization.

**Squad Coach**

Person in charge of a squad.

**Voting Member**

Any member of the Board of Directors or a committee with the right to vote on league matters

**White Hat**

Lead official on the field during a game.