

# **Utah Youth Football Conference, Inc. Policies and Procedures**

## **UYFC DUTIES AND RESPONSIBILITIES**

The Utah County Football Conference, Inc. dba Utah Youth Football Conference (“UYFC”) is responsible for the following:

1. The UYFC will provide liability and secondary medical insurance for all players, coaches and the board members
2. The UYFC will provide D & O liability insurance for UYFC Administrative Board Members and UYFC Board of Directors
3. Provide field markers and chain sets
4. Scheduling - regular season and play-off games
5. Referees - schedule and pay for referees
6. Define field representative responsibilities and duties. Reimburse districts for field representative fees
7. The conference will estimate annual costs for insurance, referees, championship medals and t-shirts, field fees, and equipment needs and charge a per player fee to each district to cover these costs
8. Provide a minimum play sheet that will be used and completed by each coach in grades 1-8
9. Manage the conference weigh in and publish a list of X men for each team last name and jersey number only
10. Maintain conference website - with schedules, results and standings
11. The conference will review complaints and protests. Decisions will be made after review by a simple majority vote
12. Publish a concussion protocol that will be followed by coaches, parents and players.

## **DISTRICT DUTIES AND RESPONSIBILITIES**

1. Advertising
2. Registering players
3. Ensure all players sign a waiver that includes items required by the insurance company.
  - a. Verify the eligibility of each player, grade and that address is within applicable boundary of the district
  - b. Districts will provide all registered player’s required information in the required format for upload into the conference database for verification

purposes

4. Recruiting / selecting coaches - coaches will be provided for all teams

5. **Creating teams**

Any other group/district joining the conference will be required to abide by the high school boundary requirements unless the Board creates a temporary exception to enable growth.

Players must sign up with their home district first. If a local district is unable to provide a team for a particular grade, they can discuss with the conference board and allow parents the opportunity to have their players play one grade up, thus keeping players together in their home district. However, parents have the option to register their player with another district, if their home district does not provide a team for their child's grade by the first day of practice. Parents cannot be required to play their children up a grade. Districts can encourage parents where to sign their players up if they are unable to provide a team but cannot dictate where those players go. Ratified 07/29/3019 by majority vote

- a. Provide estimated number of teams to the conference by July 31st
- b. Provide printed team rosters at official conference Weigh In. Rosters must include photo, full name, date of birth, grade, jersey number, and whether the older but lighter and Z-Down rules apply.
- c. Teams are formed by players grade in the fall of current school year
- d. Players may be allowed to play one grade up according to their own district guidelines
- e. Districts will provide teams in the following divisions
  - i. 1st & 2nd Grade
  - ii. 3rd Grade
  - iii. 4th Grade
  - iv. 5th Grade
  - v. 6th Grade
  - vi. 7th Grade
  - vii. 8th Grade
  - viii. 9th Grade
- f. If multiple teams are provided in grades 1st - 4th, the district will create equally skilled teams

6. District will provide the following to each player:

- a. Shoulder Pads
- b. Helmet (NOCSAE certified)
- c. Game pants - color must be approved by the conference
- d. Game Jersey - Jersey color must be approved by the Conference to ensure districts do not use similar colored jerseys.

- e. Helmet decal (district discretion)
7. The District calculates and charges a fee to the players that cover district costs and fees
8. The District is responsible for monitoring coaches and teams to ensure compliance with UYFC Conference rules
9. The Districts will enforce any suspensions of coaches for minimum play violations, behavioral violations - and ensure all coaches pass background checks prior to commencement of tryouts/practices
10. The Districts will own, store and maintain district equipment
11. Each District will elect a board that consists of at least 3 members. Each District will also be responsible for providing at least 1 person to serve on the Conference Board.
12. Field preparation - each District will arrange for their scheduled fields to be marked and provide a field rep at each location during game times.
13. Districts must have a district representative at all play-off games in which they have a team playing.
14. Each District shall be a not-for-profit or non-profit entity.

### **DISTRICT BOUNDARIES / TEAM ORGANIZATION**

Districts will be organized by High School boundaries. Players in 1st-8th grades must play for the high school district where they reside. 9th grade is open enrollment.

All players affiliated with a Charter School District must be enrolled at the Charter School they represent if they reside in a UYFC district boundary.

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1. A/B Teams will be organized for 5th - 9th grades.

- a. The number of A/B teams per grade depends on the number of teams in each grade. A District can petition the Conference for a different number of A and B teams
  - i. 1 team - one A
  - ii. 2 teams - one A and one B
  - iii. 3 teams - one A and two B
  - iv. 4 teams - two A and two B
  - v. 5 teams - two A and three B
2. A/B team selection - all players in each grade will have an opportunity to try out for an A team. Grades will practice together for at least three days before selecting the A team. If more than one A-team - the district will create equal teams through a draft or other selection process.
3. **Updated for 2018:** For 2018: 4<sup>th</sup> Grade will not have an A/B split but will for 2019. After the 3<sup>rd</sup> game of the 2018 regular season, both 4<sup>th</sup> grade divisions will be evaluated for parity and rebalanced as deemed necessary by the Board of Directors.
4. Team size - each team should consist of a maximum of 26 players. At the coach's discretion, he/she can choose to add additional players. The minimum play rule applies regardless of team size.
5. Team Colors - District helmet and jersey colors must be pre-approved by the Conference. Current approved colors:
  - a. American Fork - Red helmets, red and black jerseys
  - b. Lehi - Black helmets, purple jerseys, black pants
  - c. PG - Blue helmets, blue or white jerseys
  - d. LP - Black helmets, maroon jerseys, gold jerseys, white jerseys
  - e. Westlake - White helmets and Columbia blue jersey
  - f. Orem – Yellow helmets blue or yellow jersey
  - g. Skyridge – Black helmets and orange jersey
  - h. Summit Academy – Navy helmet and navy, gold or white jersey
  - i. Maple Mountain – Vegas Gold helmet and Maroon or white jerseys
  - j. Mountain View – Red helmet and red or white jersey
  - k. Provo – Green helmets and green or white jersey
  - l. Spanish Fork – White helmets and red or white jersey
  - m. Timpanogos – White helmet and Blue or white jersey
  - n. Timpview – White helmets and orange jerseys
  - o. Richfield – Red helmets and blue jerseys
  - p. Payson – Green and white
6. Recruiting - no coach will recruit players from outside his/her district boundaries

**PLAYER ELIGIBILITY / X MAN RULES / TEAM SIZES**

## **Weight Limits**

1st & 2nd Grade -	75 lbs.
3rd Grade -	85 lbs.
4th Grade -	95 lbs.
5th Grade -	105 lbs.
6th Grade -	120 lbs.
7th Grade -	135 lbs.
8th Grade -	165 lbs.
9th Grade -	No X Weight

## **Z-Down Rule**

This rule allows smaller players with less experience to play down a grade. This is not meant for kids to play down to be the stars of the teams. You must fall below the Z-DOWN weight limit. All Z-DOWN players must be approved by the board. NO EXCEPTIONS! Z-Down players must be designated on their team weigh in rosters.

### Criteria for Z-Down

- Must meet weight limits
- Absolutely no Z-Downs to an A team
- Player must be behind in physical development from their age group.
- Player must practice with his/her actual age group to be evaluated by coach.
- Coaches will recommend to district rep to take to the board if they see a legitimate need to Z-Down.
- Player will be moved back to actual age group at any time if deemed to be an inappropriate Z-Down by board.
- Player must go through ALL these steps to be considered.

## **Z –Down cont.**

A player will be able to Z-down to play only in the grade below their current grade if they weigh 20 pounds less than the X limit for the lower grade. For example:

- 9th grader, NO Z-DOWN to 8th grade.
- 8th grader to 7th division, 115 lbs and below.
- 7th grader to 6th division, 100 lbs and below.
- 6th grader to 5th division, 85 lbs and below.

5th grader to 4th division, 75 lbs and below.  
4th grader to 3rd division, 65 lbs and below.  
3rd grader, NO Z-DOWN to 1st/2nd grade\*\*  
1st/2nd graders, NO Z-DOWN

\*\* There is no Z-DOWN to 1/2 grade. There will be no Z-DOWN to a combined division. For example...if we combine a 3/4 grade team, 5th graders will not be able to Z-DOWN to this division.

Z-downs must be approved by the district, indicated on the official team roster, and submitted to the Conference.

Z-Down To:

3rd Grade -	Z-down Weight less than 65 lbs.
4th Grade -	Z-down Weight less than 75 lbs.
5th Grade -	Z-down Weight less than 85 lbs.
6th Grade -	Z-down Weight less than 100 lbs.
7th Grade -	Z-down Weight less than 115 lbs.
8 <sup>th</sup> Grade -	9 <sup>th</sup> Grade cannot Z-Down to 8th

**Player Weigh In:**

The conference will run one weigh-in before beginning of the season. The weigh-in date will be determined and published by July 15th each year. All players across the conference will weigh in during that time.

1. Each district must provide two copies of each team roster before a team can be weighed. The rosters shall include the following for each player: photo, full name, date of birth, grade, jersey number, and whether the Z-Down Rule applies.
2. Conference representatives will run the weigh-in
3. Players must weigh in wearing a minimum of shorts and a shirt.
4. Each player will be allowed one chance to weigh in only.

Players not present at the weigh-in shall be designated an X-man. An X-man must have a visible X on the back of their helmet. If the UYFC does not provide an X sticker, the player must use tape or some other method - a different color than their helmet.

A makeup weigh-in may be scheduled. If a player was marked as an X-man because they missed the first weigh-in, the X designation may be removed if they weigh in under the X weight at a makeup weigh in. A player weighing in at an X-man weight MAY NOT thereafter have that designation removed at any time during the season regardless of weight loss.

### **Mid-Season Weigh-In:**

Players weighing in within 5 pounds of the grade weight limit during the preseason weigh-in will be required to attend a mid-season weigh-in. Any player weighing over the limit at the mid-season weigh-in will be designated as an X man for the balance of the season. Any player, designated as a mid-season weigh-in player, who fails to report for the mid-season weigh-in will automatically be considered an X man thereafter.

### **X-Man Rule**

X-men can only play the following positions on offense - center, guard, tackle. They cannot line up in a position where they are eligible receivers.

X-men can play any position on Defense and are allowed to advance both fumbles and interceptions.

On Special teams, X-men must be the front two lines or line of scrimmage.

### **COACHES / ADULT VOLUNTEERS**

The following are prerequisites for adult participation in UYFC:

1. The head coach must be 21 years of age or older. A 21-year-old or older coach or assistant must be present at all practices and games.
2. All members of teams' staffs shall adhere to the following coaching ethics during all practices and games.
  - a. Will conduct themselves according to good sportsmanship and fair play
  - b. Will not use abusive or profane language, to players, officials or fans.
  - c. Will not be under influence of alcohol or drugs.
  - d. Will not use tobacco at practices or games.

An adult may be barred from further participation in the UYFC for any of the following violations:

1. By striking any other coach, official, player, spectator, or other participant
2. Any sufficient cause such as unsportsmanlike conduct or profane language.
3. Knowingly permitting a player to re-enter a game once he is injured, thus jeopardizing the player's health or permitting a previously injured player to practice or play.
4. Attempting to discourage, run-off or cut less desirable players.
5. Is under the influence of alcohol or drugs at games or practices.

## Ejection Policy – Ratified 09/02/2019

The UYFC is committed to a positive and competitive environment for young athletes. Any coach who is ejected from a game must immediately leave the field/park and will not be allowed to coach (or be a spectator) at the next game. Any parent who is ejected from a game must immediately leave the field/park and will not be allowed to be a spectator at the following game. Players of parents (not a credentialed coach) who are ejected shall be ineligible for the remainder of the current game and are required to sit out the first half of the next scheduled game. The UYFC board reserves the right to further bar any coach, player or parent for unsportsmanlike conduct for any period of time.

The UYFC board holds its district presidents/representatives to a high standard of behavior and sportsmanship, whether as a coach, parent or spectator. As representatives of the conference, district representatives shall adhere to the same sportsmanlike conduct, including developing and maintaining positive relationships with officials, coaches and other district representatives.

Minimum Play Violation - Failure to fill out a UYFC required minimum play sheet will result in a warning; a second violation will result in a one-week suspension and can result in a loss of that game.

## **EQUIPMENT AND FIELD LENGTH**

Teams are responsible to provide their own regulation ball for their offensive series. The official game ball for each grade is as follows:

1st & 2nd Grade -	Pee Wee
3rd Grade -	Pee Wee
4th Grade -	Pee Wee
5th Grade -	Junior
6th Grade -	Junior
7th Grade -	Youth
8th Grade -	Youth
9th Grade -	High School

1<sup>st</sup> – 7<sup>th</sup> Grades play on an 80 yard field.  
8<sup>th</sup> and 9<sup>th</sup> Grades play on an 100 yard field.

## **CONDITIONING AND PRACTICES**

Practice Rules:

1. Players may participate in camps run by high schools, universities or community groups. Any camp run by individual coaches must be a conditioning camp and be

pre-approved by the coach's district board. Any coach who violates this rule will be suspended for the fall season. 9th Grade teams are subject to High School rules.

2. Conditioning Camps - must be an instructional non-contact/non-team clinic and must be open to all youth who want to participate (camp must be advertised to all eligible participants)
  - a. Must be open to entire grade(s),
  - b. Must be advertised to all registered players within the district in those grades
  - c. Date, times and locations must be provided to the district
  - d. Activities allowed include: fundamental skills (passing, receiving, stances, technique, etc.), speed, agility, conditioning activities.
  - e. Not allowed - breaking into teams that will exist during the season and teaching offensive / defensive plays.
3. Teams can practice 5 days a week for 2 hours each practice up until the week Alpine School District classes start.
4. Once school begins, practices will be limited to 2 hours a day; teams are allowed 3 practices between games.
5. Full pads can be worn beginning the first day of practice.
6. Teams are allowed to gather outside of practice for film sessions.
7. All districts will start tryouts and practices on the same date. The start date will be decided on and published by the Conference before the season begins.

### **MINIMUM PLAY RULES**

**Minimum Play Rule:** Each player shall be afforded the maximum opportunity to participate in each game. The minimum play rule applies to all regular season and play-off games.

Each player will be guaranteed a minimum of 10 plays during each game. Plays on special teams count towards the minimum play rule.

Increase in minimum play requirements:

1. If the leading team is ahead by 21 or more points at the end of the 1st quarter - all players on that team are guaranteed at least 16 plays during the game.
2. If the leading team is ahead by 21 or more points at the end of the 2nd quarter - all players on that team are guaranteed at least 13 plays during the game.
3. If the leading team is ahead by 21 or more points at the end of the 3rd quarter - all players on that team are guaranteed at least 12 plays during the game.

Minimum plays are tracked for non-starters only. Head Coaches are responsible for ensuring all players play the minimum required plays and for submitting a completed Minimum Play Sheet to the field representatives after each game.

Minimum play sheets must be maintained throughout the game. The field representative will check the play sheet at half time and collect the play sheet at the end of the game. Any coach caught filling out the player participation portion of the play sheet at half-time or at the end of the game will be given a warning. A second violation will result in a one game suspension for the Head Coach and can result in a loss of that game.

Players who have missed practice during the week are not guaranteed their minimum plays.

### **Game Length:**

Game length for each division will be as follows:

1st & 2nd Grade -	(16 min running clock quarters)
3rd Grade -	(16 min running clock quarters)
4th Grade -	(16 min running clock quarters)
5th Grade -	(16 min running clock quarters)
6th Grade -	(16 min running clock quarters)
7th Grade -	(16 min running clock quarters)
8th Grade -	(20 min running quarters)
9th Grade -	High School Rules

### **Coaching Help -**

1. **1st - 4th Grade** - One coach from each team can be on the field for 1st - 4th Grade teams. Coaches can call offensive and defensive plays in the huddle but must stay back out of the way after huddle breaks. As soon as the quarterback is in position to receive the snap, the coaches on the field must be back at least fifteen (15) yards and they cannot communicate with the players until the play is over. Coach changes can only be made during time-outs or changes in possession.
  - a. Violation of the rule will result in a warning for the first offense, an unsportsmanlike penalty for additional offenses.
2. **Number of Coaches** - No more than **6** coaches are allowed on the sideline during a game (this includes a person/coach tracking the minimum plays)
  - a. One photographer/videographer will be allowed on the sideline. **NO** ladders or scaffolding allowed for those taking video.

**Team Location** - teams will be on opposite sidelines with either a rope or line marked at least 6' from the sideline running from back of end zone to back of end zone parallel with the sideline.

**Cheerleaders** - The cheerleading squads must be at the back of either end zone. They are not allowed inside the rope of the sideline.

**Similar Jerseys** - If two teams have the same or similar jersey's pennies or scrimmage caps will be worn to differentiate between teams. The home team will wear the pennies or scrimmage caps for the entire game. The home team is responsible for providing the pennies or scrimmage caps.

**Time Outs** - Each team has 3 time-outs per half that will stop the clock for 30 seconds when called.

**Clock Management** – The clock will stop the last 2 minutes of the 2<sup>nd</sup> and 4<sup>th</sup> quarters after every dead ball play.

**Delay of Game - Snap** - The 1st - 6th Grade division will have 30 seconds to snap the ball. The 7th & 8th Grade divisions will have 25 seconds to snap the ball.

**Protect the Center - Grades 1-4** - For grades 1-4, teams cannot cover the center - no nose guard or linebacker lined up at the line of scrimmage. Linebackers cannot blitz the A-gap. Violation of this rule will be treated as a dead ball procedure foul.

**Penalties** - Penalties in the conference will be per Utah High School Football playing rules.

**Rule Book** - The official rulebook for conducting all games shall be the High School Rule Book This shall be superseded by written rules of the UYFC which are in conflict with it. In these cases, UYFC rules will be controlling.

**Kick Offs –**

1st - 2nd grade - No Kick offs.

80-yard field - Offense will start with the ball on the 20 yard line.

All other grades will kick off on an 80-yard field from the 30-yard line and on a 100-yard field from the 40-yard line.

Field goals are limited to 9A teams only.

**Conversion scoring** - A team will receive one (1) point for conversion from the 1.5-yard line and two (2) points for conversion from the 3-yard line.

**Updated for 2018:** If a 5<sup>th</sup> – 9<sup>th</sup> grade team is playing on a field with goalposts, they will have the opportunity to kick a PAT from the standard distance (1.5 yard line). 1 point maximum, live rush is allowed.

**Tie Game - Tie Breaker** - In the event of a tie, a winner will be determined using the Kansas overtime rule.

1. Teams will flip a coin at the beginning of the overtime and the winning team can choose to play offense first or defense. Each team will get equal opportunities to score.
  - a. Regular rules (including the play clock rules) apply during the overtime.
  - b. 1st - 6th will start with the ball on the 10-yard line. If neither team scores, the ball will be moved to the 5-yard line, then the 2-yard line for all future attempts.
  - c. 7th & 8th Grade will start on the 20-yard line (regular rules apply - teams can get a first down during overtime) if neither team scores then the ball is moved to the 10-yard line for the next attempt and the 5-yard line for the next and future attempts.
  - d. Each team will have 1 timeout during overtime.

**Blitzing** – 1<sup>st</sup> – 4<sup>th</sup> grade cannot blitz the A gap.  
5<sup>th</sup>-9<sup>th</sup> grade – No blitzing restrictions.

### **Punting Rules**

1. Grades 1st - 4th - Team must declare intentions to punt, regardless of down
  - a. Offense is allowed a free kick if electing to punt - no rushing the punter
  - b. All players remain still until the ball is punted.
2. Grades 5th - 8th will play regular High School rules

**Team Standings and Play-Off Seeding:** At the end of regular season play, team standings will be determined by:

1. Win/Loss record.
  - a. If still tied, then: Win/Loss record in head to head competition.
  - b. If still tied, then: record against common opponents
  - c. If still tied, then: Coin toss
    - i. If teams are tied for the last playoff spot - rather than a coin toss, there will be a playoff game between the tied teams.  
The play-off game may be less than a full regulation game

**Playoffs** - if the grade has even numbers of teams the top 8 teams go to playoffs ie. 1vs8, 2vs7 etc. in brackets. If the grade has odd numbers, the top 7 teams go the playoffs with the first-place team having a bye first round. i.e. 2vs7, 3v6 etc. The remaining teams will play each other for their 8th game. i.e. 9vs10, 11vs12.

1. In the event of an age group with two divisions - the top two teams from each division will make the play-offs. Number 1 from division A will play number 2

from division B, number 1 from division B will play number 2 from division 1. Winners of those games will play for the championship.

2. The Conference reserves the right to change the play off rules depending on the size of a division - more than 4 teams may make the playoffs in the event of larger divisions.

**Field Rep Duties** - The Conference will pay field reps per game. The home District is responsible for providing and scheduling the field reps.

1. Field reps will be hired and trained prior to the season start
2. Field reps should introduce themselves to coaches before the games begin.
3. Play/score sheets are available for download on the Conference website.
4. Field reps should explain they will be reviewing minimum play/score sheets at half time and collecting the play/score sheets at the end of each game.
5. Collected play/score sheets should be turned into the respective District. Each District is in charge of entering the scores of the games played on their fields each week.
6. The field rep should report to the District President any coach who has not filled in a play/score sheet - or is caught rapidly filling in the play sheet at half time or at the end of the game.
7. The field rep should also report to the District President any issues with coaches that are disrespectful or out of line.
8. The field rep is responsible for ensuring coaches and parents clean up after games - teams/parents not cleaning up after games will be reported to the District President.
9. It is the responsibility of the District President to forward applicable issues to the Conference.

**Scouting** - Videotaping your own team for instructional purposes is allowed. There will be **NO** scouting of other teams' practices or scrimmages. Coaches are allowed to film other teams' games, they are also allowed to purchase film on opposing teams.

**Violations of Rules** - A violation of any rule contained herein may subject a Conference, team, or individual to any one or all of the following penalties; said penalties to be levied by the UYFC Board:

1. Suspension, expulsion, ineligibility, or probation of coaches or players.
2. Forfeiture of game or games.
3. Disqualification from competing, or taking part in playoff or championship games

#### **Specific Rule Violations**

1. Use of illegal player – subject to penalties above or the UYFC Board discretion

- a. Illegal player - player playing for the wrong district, player playing in the wrong grade, X man (based on weigh in's and official roster) who plays in violation of the rules or playing for a team that player is not rostered on.
  - b. Districts are responsible for ensuring only eligible players play
  - c. Districts are responsible for investigating all allegations of illegal players and reporting the results to the entire Conference Board
  - d. Appeals - coaches / teams will have the opportunity to appeal penalties to the entire District Board. The District President may bring it to the Conference to appeal. A majority decision by the Conference Board stands
2. Practice Violations
- a. If a team practices more than allowed or prior to communicated start dates, teams will lose double the amount of the additional practice time as a penalty. Example: if a team practices an extra 2 hours in week one, the team will lose 4 hours of practice time the following week.
  - b. Districts are responsible for ensuring unauthorized practices are not held.

**Officials** - There shall be a minimum of two (2) officials for each 1st - 3rd Grade games. There shall be a minimum of three (3) officials for each 4th - 7th Grade games. There shall be a minimum of four (4) officials for each 8th & 9th Grade games.

**Field Set up and Field Clean up -**

1. The home District is responsible for setting up field markers for that day's games.
2. Each team is responsible for cleaning up their sideline area after their game, as well as their respective spectator area.
  - a. Teams not picking up after themselves will be reported to the Conference, warned after the first offense, a second offense will result in a one game suspension for the head coach.
3. The teams that play the final game of the night are responsible for picking up field markers and for picking up trash from their side of the field as well as all spectator areas. A final inspection will be conducted by field reps.
4. No sunflower seeds are allowed on artificial turf fields.

**Chain Crew** - The team opposite the film crew, or the visiting team if no film crew is present, will provide 3 people to man the chain crew for each game. Volunteers must be at least 14 years old.

**Coach's Code of Conduct** – Districts will be responsible for vetting of individual coaches and shall keep a signed Code of Conduct for each coach on file in the case of a dispute.

**Insurance** - The Conference will provide general liability insurance and secondary medical

insurance. Secondary medical insurance covers players who do not have primary medical insurance; it does not cover deductibles etc. due a player's primary medical insurer.

**Rule Changes -**

1. Rules may be changed by bringing an issue up to the Board of Directors. A majority vote will can result in a rule change.
2. The Conference is responsible for clarifying rules and publishing these rules to coaches / parents and referees.
3. These Policies and Procedures can be changed or amended at any time by the Conference Board for any reason in accordance with the rules outlined in the by laws.