



# SPRING TACKLE FOOTBALL

***A COPY OF THIS BOOK IS TO BE KEPT BY EACH TEAM. MUST BE KEPT AT ALL GAME SIDELINES.***

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

## Bylaws & Rules Book Spring 2026 Edition

New England Youth Tackle Football

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**Honoring Those Who Served**

**&**

**Continue To Serve.**

**Dedicated to our veterans – for the freedoms they’ve ensured; for the protection they have provided through our history, and continue to provide; for the call they so bravely answer; and for their willingness to offer their own life in the name of our country.**

# TABLE OF CONTENTS

TABLE OF CONTENTS.....	3
NEYT EXECUTIVE BOARD .....	9
MISSION STATEMENT .....	9
HARMFUL ACTIVITIES.....	9
DEFINITIONS .....	10
SPRING TACKLE SEASON BY-LAWS .....	11
Article I – Name .....	11
Article II – Purpose & Definitions.....	11
Article III – Membership & Fees.....	12
Article IV- Executive Board, Officers, and Purpose.....	12
Article V- Advisory Board Officers and Members .....	13
Article VI – Ethics Committee.....	15
Article VII – General .....	16
Article VIII – Meetings.....	16
Article IX – Quorum.....	17
Article X – Voting.....	17
Article XI – Nominating Committee .....	18
Article XII – Execution of Instruments.....	18
Article XIII – Amendments.....	19
Article XIV – Dissolution.....	19
Article XV – Dissolution of a Franchise .....	19
POLICIES .....	20
Financial Policies.....	20
Operational Expenses .....	20
Deposits .....	20
Check Cashing Policies.....	20
Reports.....	21
Annual Budgeting and Timeline.....	21
Fiscal Oversight.....	21
Document Retention.....	21
Fundraising.....	21

Insurance Requirement .....	22
Minimum General Liability .....	22
Cancellation Clause .....	22
Restriction on External Use .....	22
Adult behavior .....	23
Adult Offenses & Consequences .....	23
Juvenile Offenses & Consequences .....	23
Appeals Process.....	23
Code of Conduct.....	24
Discrimination & Sexual Harassment Policy.....	25
Harassment .....	25
Hazing, Touting & Bullying .....	25
Violations of Policy.....	25
Retaliations or Threats of Reprisal .....	25
Whistle-blower Policy.....	26
Reporting Responsibility .....	26
Anonymity .....	26
Method for Reporting.....	26
No Retaliation.....	26
Compliance.....	26
Social Media Policy & Digital Communications.....	27
Social Media Policy.....	27
Athletes Social Media Policy.....	27
Violations of the Social Media Policy .....	27
Social Media Guidelines.....	28
Professional Conduct & Responsibility .....	28
Privacy and Safety.....	28
Compliance and Reporting.....	28
Digital Communications.....	28
Press & Media Access Policy .....	29
Gameday Field Access Policy .....	29
Exclusive Rights Management .....	29
CORI & Background Check Processing Policy.....	30

Compliance with Title VII of the Civil Rights Act of 1964: .....	30
Disqualifying Factors.....	31
Responsibilities & Treatment of Youngsters.....	32
Supervision of Participants.....	32
Individual Meetings.....	32
Prohibited One-On-One Interactions.....	32
Responsibility of League Officials, Managers, And Coaches .....	32
Responsibility of League & General Managers .....	33
Actions of players, managers and coaches.....	33
Duty to Reprimand .....	33
Registration & Certification .....	34
Volunteers Requirements.....	34
Participants Requirements.....	34
Academics .....	34
Cuts .....	34
Roster Size.....	34
Team Requirements .....	35
Certification & Decertification.....	35
Fraudulent Player.....	35
Coaching Requirements & Decertification.....	35
Mandatory Levels.....	35
Travel.....	36
Local Travel .....	36
Team Travel.....	36
Mixed-Gender and Mixed-Age Travel.....	36
Emergency Action Plan (EAP).....	37
Medical Emergencies.....	37
Documentation of the Injury:.....	38
Chain of Command.....	38
When to call 9-1-1 .....	38
Follow-up .....	38
Emergency Action Plan Template.....	39
Adverse Weather Policy .....	40

Inclimate Weather/Severe Weather.....	40
Heat Practice modification.....	40
Camps, Practice & Games Restrictions .....	41
Contact Limitations .....	42
Equipment Care, Cleaning & Storing.....	43
Jerseys & Pants:.....	43
Shoulder Pads: .....	43
Helmet:.....	43
Helmet Inspection:.....	43
CONCUSSION PROTOCOL .....	44
Action Plan .....	44
Return to Play Progression.....	45
SPRING TACKLE FOOTBALL RULES .....	47
Play Divisions & Leagues .....	48
Age Divisions .....	48
Player Eligibility .....	48
Roster Size .....	49
Waivers .....	49
“Play Up” Waiver .....	49
“Play Down” Waiver .....	49
Summary of Play by Division.....	49
9U - Junior Varsity.....	49
11U- Varsity / 13U & 14U – Graduates:.....	49
Emergency Medical Requirements.....	50
On-Site Medical Personnel.....	50
Level of Care and Scope of Practice.....	50
Pre-Game Procedures.....	50
Injury Protocol.....	50
Field Requirements and Markings.....	51
Equipment Requirements.....	51
Visors .....	51
Game Ball .....	52
Communications & Electronic Devices.....	52

Scheduling Of Game Officials .....	52
Obligations To Report Scores: .....	53
Contact with officials / Head Coach.....	54
Grievances Against Officials: .....	54
Start of Game .....	54
Games Called Due To Weather / Field Safety .....	55
Forfeit & Cancellations .....	55
Safety Rules.....	57
Special League Rules (All-Player Fouls).....	57
Mandatory Play Rules .....	59
Ejections .....	59
Clock Management .....	59
Game Scoring.....	60
GAME TIE-BREAKER RULE.....	60
GAME TIE-BREAKER RULE FOR 9U.....	60
GAME TIE-BREAKER RULE FOR 11U AND ABOVE.....	60
Lopsided Scores.....	61
Protest of Games .....	61
Playoffs Format .....	62
Bracket Scoring / Tie Breaker.....	62
Media Field Access Rules .....	62
Filming and Media Policy at Jamboree Events .....	62
Filming Prohibited .....	62
Scope of Restriction .....	63
Enforcement .....	63
Scouting .....	63
Film Exchange Policy .....	63
Unmanned Aircraft Systems (UAS / Drone) Policy.....	64
NEYT ALL-american GAMES.....	65
EXECUTIVE SUMMARY.....	65
LAUNCH OBJECTIVES.....	65
Academic Awards and Eligibility Guidelines.....	66
Academic Eligibility Requirement.....	66

Academic Award Categories .....	66
Individual Impact Awards (Non-Academic).....	66
NEYT ALL-STAR GAMES.....	67
ALL-STAR Games GUIDELINES: .....	67
Coach Selection GUIDELINES:.....	67
Athlete Selection Guidelines: .....	67
SPRING CHEER RULES BOOK.....	68
Premise.....	68
Basic Team Formations.....	68
Ages of Cheerleaders.....	68
Dropping a Cheerleader.....	69
Practice & Competition Limitations .....	69
Divisions .....	70
Size Of Cheer Teams:.....	70
Skill Levels.....	71
Music Guidelines .....	71
Unsportsmanlike Behavior .....	71
In Case Of A Tie.....	71
Routine Interruption Due To Injury.....	71
Injured Participant Returning .....	72
Disqualification .....	72
Cheer Routine Guidelines.....	72
Uniform & Equipment.....	73

## NEYT EXECUTIVE BOARD

**Joel Machado – League President**  
**Mark J Gaumond – Vice President**  
**Casey Granese – Chief Executive Officer**  
**Neil Petrocelli Jr. – Treasurer**  
**Yolanda Yavett Parker – Registrar**  
**Daniel Ocenna – Football Director**

## MISSION STATEMENT

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

## HARMFUL ACTIVITIES

**WE PLAY HEADS-UP FOOTBALL!**

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

## DEFINITIONS

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

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

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

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

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

9u - Cadet (7-8-9)

11u - Junior Varsity (9-10)

13u - Varsity (11-12)

14u - Graduates (13-14)

10u - Junior Cheer (5 to 10)

14u - Senior Cheer (11 to 14)

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

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

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

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

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

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

# SPRING TACKLE SEASON BY-LAWS

## ARTICLE I – NAME

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

## ARTICLE II – PURPOSE & DEFINITIONS

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

- 2.16. Affiliated Teams should mean teams that join NEYT under our Affiliated Agreement.
- 2.17. Affiliated General Manager (AGM) should mean the manager of an Affiliated Team
- 2.18. General Manager (GM) is the manager of a team created by the NEYT Executive Board

## ARTICLE III – MEMBERSHIP & FEES

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

## ARTICLE IV- EXECUTIVE BOARD, OFFICERS, AND PURPOSE

- 4.1. Executive Board: The governing body of (NEYT) New England Youth Tackle Football Inc. The organization is governed by its formation documents and By-laws.
- 4.2. Executive Board of Directors Officers:
  - 4.2.1. President
  - 4.2.2. Vice President
  - 4.2.3. Chief Executive Officer (Secretary)
  - 4.2.4. Treasurer
  - 4.2.5. Legal Director
  - 4.2.6. Registrar
  - 4.2.7. Director Of Operations
- 4.3. **Executive Board Purpose.** The purpose of the NEYT Executive Board is to deal with “high-level” issues effecting NEYT. It is this board’s responsibility to review the content being offered by NEYT and to create a broad structure to all NEYT activities. It is not the responsibility of this board to run the day-to-day operations of any franchise. That responsibility falls under the various “GM’s”. Further responsibilities include but not limited to:
  - 4.3.1. \* In-depth review of NEYT financials and budgeting process.
  - 4.3.2. \* Review future strategic planning opportunities.
  - 4.3.3. \* Review current building, board, and participant insurance.

4.3.4. \* Interview and approval of all “GM” positions within each sport.

- 4.4. **Responsibility of Board members:** Members of the Board have a responsibility to conduct themselves in a manner that does not compromise the ability of the Board to accomplish its mandate or undermine the public's confidence in the members' ability to properly discharge their responsibilities. Board members are expected to
- 4.4.1. Not gain improper advantage through information derived from their association with the Board;
  - 4.4.2. Act in a manner that enhances the integrity of the Board in the communities it serves;
  - 4.4.3. Only represent the Board in their activities outside the tribunal when specifically authorized to do so.
  - 4.4.4. Respect the confidentiality of the Board and not provide information received through their role as members that is not available to the general public, unless prior written authorization is given for its release. Specifically, information obtained through discussions of the Board relating to Board cases is confidential and is not to be disclosed outside the Board.

## ARTICLE V- ADVISORY BOARD OFFICERS AND MEMBERS

- 5.1. **Advisory Board Purpose.** The purpose of the NEYT Advisory Board is to facilitate operations and to ensure uniformity during the NEYT program season. The board is responsible for ensuring compliance with the program's bylaws and adapting any changes necessary to ensure that the best safety practices are being applied and the execution of the program's current season. The Advisory Board Officers shall conduct the Business of the Program including elections and oversight of subcommittees.
- 5.2. **Advisory Board Officer Positions** shall be composed of:
- 5.2.1. NEYT Executive Board of Directors
  - 5.2.2. Fundraiser Director
  - 5.2.3. Administrative Assistant
  - 5.2.4. General Manager (GM)
- 5.3. The Executive Board Officers may appoint additional Advisory Board Members for heading up new positions to address raising needs or issues such as.
- 5.3.1. Fund Raising & Concessions
  - 5.3.2. Equipment
  - 5.3.3. Publicity
  - 5.3.4. GMs & AGMs
- 5.4. **Administrative Director:** Primary objectives is to work with the Executive Board to provide consistency; continuity among the programs; and to assist in community development through contact and relationships. The Administrative director reports to Treasurer, President and Exec. Board Primary contact for daily deposits and mail handling. Works also with registrations and providing general information to inquiries.

- 5.5. Fundraiser Director:** Responsible for scheduling, purchasing and sales of items for Program fundraising. This position is responsible for creating a season-end financial statement that adheres to NEYT accounting practices.
- 5.5.1. Assume oversight responsibility of revenue-generating functions, which includes but is not limited to Calendar Raffle, Tag Day, 50/50 lottery, Falcon Gear, and other promotional sales other than Game Day receipts and monies.
  - 5.5.2. Coordinates other fundraising activities and the committees that handle them. This person is also a member of the Budget Committee.
  - 5.5.3. Responsible for tracking all mandatory fundraising activity for all families.
  - 5.5.4. Maintain a record of all fundraising flyers, advertising, etc.
  - 5.5.5. Collect, secure, and report, in a timely manner, all monies collected or obtained and submit to Treasurer for their action.
  - 5.5.6. Submit to the Board, at regular meeting, updates of scheduled and past events.
- 5.6. General Manager (GM):** The General Manager oversees the operations for Football franchises. Each franchise is to have a GM that sits at the board. The General Manager will oversee all Coaches, Assistance Coaches, Team Parent and any other personnel, equipment, field, or facility within a Franchise, on a regular basis during the season. The General Manager will have ultimate responsibility for:
- 5.6.1. Interact with the community.
  - 5.6.2. Recruit and/or appoint Directors and Coordinators to a franchise.
  - 5.6.3. Registration tracking / Recruit and appoint coaches.
  - 5.6.4. Communicate with other GMs in NEYT to develop inter-league and tournament play.
  - 5.6.5. Serves as a point of contact to assist participants and parents with concerns and questions.
  - 5.6.6. Coordinate and host meetings throughout the season, as necessary.
  - 5.6.7. Handle other tasks as becomes necessary such as team photos, awards, and trophies, etc...
  - 5.6.8. Responsible for finding, scheduling, communicating with and overseeing payment of referees.
  - 5.6.9. Ensure player evaluations and assignments are fair and equitable.
  - 5.6.10. Oversee uniform and equipment requirements
  - 5.6.11. Work with Head Coaches to develop “best practices” in terms of skill development
- 5.7. All Officers**
- 5.10.1. No officer shall accept gratuities or money for services rendered on behalf of this League, unless such gratuities are approved by the League.
  - 5.10.2. In the event of one or more Advisory Board Officers becoming unable to perform their respective duties, a special meeting shall be called for the purpose of electing successors to these officers who have become unable or disqualified to serve provided the written notice of the date, time, place and purpose of the meeting is given each

member of the League by the Secretary or elected officer at least five (5) days prior to the said meeting.

5.10.3. Duties and responsibilities of all Board positions are subject to change from time to time based upon the decisions of the Executive Board.

## ARTICLE VI –ETHICS COMMITTEE

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

6.9. Accelerated process and escalations: Given the event that a violation is grave enough or laws have been broken the issue should be immediately communicated to proper law enforcement and to the NEYT Executive Board. An emergency meeting will be called to address the matter.

**6.10 Rules Committee:**

6.10.1. The Rules Committee will consist of four organization heads GMs or AGMs.

6.10.2. The Vice President will serve as the Rules Committee Chair.

6.10.3. The Director of Operations will serve as the Co Chair.

6.10.4. The head will sit in the rules committee.

6.10.5. Protests are to be submitted no later than the Sunday following the disputed game.

6.10.6. Rules Committee meets before midnight on the Monday following the disputed game.

## **ARTICLE VII –GENERAL**

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

## **ARTICLE VIII – MEETINGS**

- 8.1. The annual meeting of NEYT FOOTBALL INC. will be held the 2nd Monday of January at 6:00 p.m. or on a date approved by the board, unless such date shall conflict with some national obligation or national holiday.
- 8.2. Notice of annual meeting At least 5 days prior to the date of annual meeting, written notice of the date, time, place, and purposes of such meeting shall be posted on the web site and/or mailed/e-mailed to each member of the League
- 8.3. The order of business at the annual meeting shall be as follows.
  - 8.3.1. Readings of the notice of the meeting.
  - 8.3.2. Reading of the minutes of the preceding meeting.
  - 8.3.3. Report of the treasurer.
  - 8.3.4. Report of any committee.
  - 8.3.5. Election of Executive Board.
  - 8.3.6. Adjournment.
- 8.4. Regular Meetings

- 8.4.1. The league Board Members will meet on a monthly basis. Regular meetings of the League shall be held on the 2nd Monday of each month at 7:00 p.m. unless such date shall conflict with some national obligation or national holiday or agreed upon by the Executive Board Officers by majority vote.
- 8.4.2. It shall be the responsibility of the League Coordinator or Secretary to schedule a time and location for any and all NEYT meetings.
- 8.4.3. It is the responsibility of the hosting franchise to provide any and all required accommodations for example, tables, chairs, and refreshments.
- 8.4.4. Failure to have a team representative at two consecutive Board meeting will result in the team forfeiting their right to vote for the remainder of the season.
- 8.4.5. The order of business at the regular meetings shall be the same as the order of business for the annual meeting except for section 6, which are elections.
- 8.4.6. Children and players shall not be allowed to attend NEYT FOOTBALL INC. monthly meetings unless called upon by the board or having been added to the meeting agenda.
- 8.5. All items to be discussed or voted on at a league meeting must be listed in the agenda and posted on the NEYT web site 48 hours prior to any and all meetings. Each franchise will be required to add the minutes from any and all league meetings in their respective organizations meeting minutes.
- 8.6. Special meetings of the League may be called by the President or by a majority of the officers at any time. Provided written notice of the date, time, place, and purpose of such meeting is given to each member in good standing at least 3 days prior to the date of the meeting.
- 8.7. Executive Board meetings may be called by the President or by a majority of the officers at any time, provided that Executive Board members are given 3 days' notice via phone or e-mail or that such notice is waived by unanimous consent.
- 8.8. All subcommittee meetings shall be opened to all board members. Any board member wishing to attend a subcommittee meeting of which they are not a member must request notification pertaining to the time and date of the meeting. The request must be made to the chairperson of the subcommittee.

## ARTICLE IX – QUORUM

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

## ARTICLE X –VOTING

- 10.1. NEYT FOOTBALL INC. Members must have attended at least 6 of the last 12 last meetings. Or at least half of the meetings since membership was established.
  - 10.1.1. Members vote on Advisory Board positions with a simple majority vote.
  - 10.1.2. Members vote on amendments to the Bylaws per Article IX– Amendments.
- 10.2. Only Board members can vote on league business

- 10.2.1. Each franchise and its members will abide by all rules and regulations adopted by a majority vote of the NEYT Board Members.
- 10.3. The Board or their designated proxy will be the only votes counted on any item presented to the league.
- 10.4. Each franchise has one vote per item.
- 10.5. Addition or Deletion of teams: Annual addition or deletion at the January meeting requires a minimum 2/3 (two-thirds) majority vote of the attending previous years members.
- 10.6. Franchises and/or Divisions may be expelled from the league at any time by a two-thirds (2/3) majority vote of the current Board Members.
- 10.7. The addition of new member teams shall be made no later than the February meeting for that season and shall be by 3/4 vote of all board members.
- 10.8. NEYT Executive Board reserves the right to add or drop teams at will.
- 10.9. Each franchise owner will:
- 10.9.1. Be a voting member of the league.
  - 10.9.2. Be a voting member of any league committees.
  - 10.9.3. Vote to determine which committee a president will facilitate on an annual basis.
  - 10.9.4. Be a voting member of Annual league program bylaws.
  - 10.9.5. Be a voting member of Rulebook, Administration, Football, etc...
  - 10.9.6. Be a voting member of Season schedule.
  - 10.9.7. Be a voting member of other issues that may be requested by a board member.
- 10.10. Re-entry After Absence: Any organization that is expelled, takes a season off, leaves the league, or disbands and subsequently reorganizes to return must re-apply for league membership. Acceptance will be subject to a membership vote, treating the returning organization as a new applicant.

## **ARTICLE XI – NOMINATING COMMITTEE**

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

## **ARTICLE XII – EXECUTION OF INSTRUMENTS**

- 12.1. Checks, etc. All checks, drafts, and orders for payment of money to the league shall be signed in the name of the League. Three signatures shall be accepted with the President, Treasurer and Vice-President so empowered to act, however, only two signatures will be necessary on a check.

- 12.2. All non-“medical emergency” expenditures must be approved by the Executive Board. Notwithstanding the previous sentence, the President or Vice-President may approve expenditures less than five-hundred dollars without Executive Board approval.

### **ARTICLE XIII – AMENDMENTS**

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

### **ARTICLE XIV – DISSOLUTION**

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

### **ARTICLE XV – DISSOLUTION OF A FRANCHISE.**

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

# POLICIES

## FINANCIAL POLICIES

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

### OPERATIONAL EXPENSES

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

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

### DEPOSITS

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

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

### CHECK CASHING POLICIES

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

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## REPORTS

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

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## ANNUAL BUDGETING AND TIMELINE

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

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

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## FISCAL OVERSIGHT

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

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## DOCUMENT RETENTION

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

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## FUNDRAISING

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

## INSURANCE REQUIREMENT

All teams must furnish proof of General Liability and Accident Insurance. The required limits, coverages and prohibited exclusions are listed below. Additionally, **New England Youth Tackle Football Inc. P.O. Box 8296, Lynn MA 01904** must be named as an additional insured.

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

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### MINIMUM GENERAL LIABILITY

General Aggregate \$1,000,000 / \$2,000,000

- 1) GENERAL LIABILITY
  - i) 4 tackle football teams / 144 participants
  - ii) \$1,000,000 each occurrence and \$2,000,000 aggregate
  - iii) Sexual Abuse/ Molestation -\$1,000,000 each occurrence \$2,000,000 aggregate
- 2) ACCIDENT & HEALTH – YOUTH PARTICIPANTS
  - i) 103 youth participants.
  - ii) Standard \$250K Medical with a \$250 Deductible
  - iii) Catastrophic \$1,000,000 Medical with a \$250 Deductible
  - iv) Catastrophic Accident Medical Expense \$1,000,000 max coverage
- 3) CYBER LIABILITY
  - i) \$100,000 each occurrence

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

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### CANCELLATION CLAUSE

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

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

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### RESTRICTION ON EXTERNAL USE

Teams utilizing insurance sponsored or provided by NEYT are strictly prohibited from using that coverage to operate in or cover activities related to other leagues, external events, tournaments, or non-NEYT season sports. Any use of NEYT sponsor insurance for activities outside of the NEYT season or scope requires prior written authorization and consent from the NEYT Executive Board. Unauthorized usage may result in the immediate forfeiture of coverage and disciplinary action.

## ADULT BEHAVIOR

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

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

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### ADULT OFFENSES & CONSEQUENCES

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

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### JUVENILE OFFENSES & CONSEQUENCES

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

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### APPEALS PROCESS

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

## CODE OF CONDUCT

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

- (C1) Do not force any child to participate in sports.
- (C2) Smoking is not allowed on the field, this includes e-cigarette, cigarette, marijuana (prescribed and non-prescribed), tobacco and any derivatives.
- (C3) Do not criticize players/spirit participants in front of spectators, but reserve constructive criticism for later, in private, or in the presence of team members if others might benefit. Such constructive criticism should not be humiliating to participant.
- (C4) Accept decisions of the game officials and judges on the field and in competitions as being fair and called to the best ability of said officials.
- (C5) Do not criticize an opposing team, its players, spirit participants, coaches, or fans by word of mouth or by gesture.
- (C6) Do not engage in excessive sideline coaching,
- (C7) Do not leave the bleachers area to shout instructions from the sidelines.
- (C8) Together with team officials, be jointly responsible for the conduct and control of team fans and spectators at all times. Any fan who becomes a nuisance and out of control will be asked to leave.
- (C9) Do not use abusive or profane language at any time.
- (C10) Do not recommend or distribute any medications, controlled or over the counter, except as specifically prescribed by participant's physician.
- (C11) Do not permit an ineligible player or spirit participant to participate in a game.
- (C12) Do not deliberately incite unsportsmanlike conduct.
- (C13) Do not possess or drink alcoholic beverages or use illegal substance(s) on the game or practice fields.
- (C14) Immediately remove from the game or practice any participant when even any doubt about his/her health, whether or not as a result of injury, until competent medical advice is available.
- (C15) Uphold all rules and regulations of NEYT.
- (C16) Refrain from engaging in any action within or outside NEYT, which in sole & absolute discretion reflects negatively upon, or causes embarrassment to NEYT.
- (C17) All comments, notes, photos, and videos posted on social media sites in relation to the NEYT and its affiliates or participants are to be constructive or positive in their nature. Be respectful at all times on social media.
- (C18) Follow and obey NEYT's Social Media and Digital Communications Policy.

## DISCRIMINATION & SEXUAL HARASSMENT POLICY

New England Youth Tackle Football Inc. (NEYT) is committed to providing an inclusive and welcoming environment for all members of our communities and to ensuring decisions is based on individuals' abilities and qualifications. NEYT also strives to provide a safe environment for its members and to protect the opportunity of its members to participate in our sports in an atmosphere that is free of harassment and abusive practices. Consistent with this principle and applicable laws, it is therefore the NEYT's policy not to discriminate its players, coaches, referees, employees or members on the basis of race, color, gender, national origin, age, religion, creed, disability, sexual orientation, gender identity or gender expression.

### HARASSMENT

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

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

### HAZING, TOUTING & BULLING

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

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

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

### VIOLATIONS OF POLICY

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

### RETALIATIONS OR THREATS OF REPRISAL

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

## **WHISTLE-BLOWER POLICY**

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

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### **REPORTING RESPONSIBILITY**

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

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### **ANONYMITY**

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

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### **METHOD FOR REPORTING**

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

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### **NO RETALIATION**

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

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### **COMPLIANCE**

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

## SOCIAL MEDIA POLICY & DIGITAL COMMUNICATIONS

New England Youth Football Inc. (NEYT) recognizes the importance of the Internet in shaping the public's perception of our organization. NEYT also recognizes the importance of our Board Members, Executive Directors, participants, parents, coaches and volunteers in leading and setting the tone of social media interactions in a manner that advances NEYT's mission and goals.

Online, social media and other electronic communication tools such as text messaging have become a prevalent and effective means of personal and professional communication, and have fundamentally changed the way many people and organizations interact. This policy sets forth our expectations with respect to the use of online and social media, as well as other forms of electronic communications, by all NEYT's coaches, players, parents, staff, volunteers and administrators.

The term "social media" as used in this policy encompasses a wide array of online media and communications and their scope is constantly evolving. For purposes of this policy, the terms "online media" and "social media" refer to internal and external websites, blogs, online social networks (e.g., Facebook, Twitter, LinkedIn), wikis, video and photo sharing sites (e.g., YouTube, SKYPE and Flickr, Instagram, Snapchat), and other forms of personal online publishing and discourse. Policies regarding text messaging, email and individual telephonic communications are also covered by these policies.

Even when using social media for purely personal purposes, a person's public expressions might affect their professional identity and the organizational interests of NEYT and our members.

Social Media activities of NEYT's coaches, parents, participants, and executives, that affect the organization's reputation, and coaches or coach's performance, the safety of our players, or other NEYT personnel are within the scope of this policy. Both on and off "the field", safety and youth protection should be a key focus.

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### SOCIAL MEDIA POLICY

This Social Media Policy applies to all board members, executive directors, coaches, participants, parents, and volunteers. This Social Media Policy applies to all social media content posted by NEYT members in their professional and personal capacity to the extent such content is related to NEYT.

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### ATHLETES SOCIAL MEDIA POLICY

NEYT understands the popularity and usefulness of social media networks sites such as Twitter, Facebook, Instagram, Pinterest, Snapchat, You Tube and others and supports their use by student-athletes provided that:

- No offensive or inappropriate pictures are posted;
- No offensive or inappropriate comments are posted;
- Any information placed on the website(s) does not violate NEYT codes of conduct;
- Photos and/or comments posted on these sites do not depict team-related or NEYT affiliated identifiable activities (including wearing/using team uniforms or gear inappropriately).

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### VIOLATIONS OF THE SOCIAL MEDIA POLICY

The failure of any NEYT participant or volunteer to adhere to this Social Media Policy shall be considered a violation of the NEYT Code of Conduct resulting on disciplinary action, up to and including termination of such individual's involvement in NEYT, in accordance with the NEYT Disciplinary Procedures.

## SOCIAL MEDIA GUIDELINES

### PROFESSIONAL CONDUCT & RESPONSIBILITY

You are a representative of NEYT at all times. All online activities and postings must adhere to the following:

1. **Be Positive and Respectful:** Always take the high road. Remain polite and appropriate, even when disagreeing with others' opinions.
2. **Protect the League:** Do not post content that could harm or damage NEYT's reputation.
3. **Avoid Criticism:** Never use social media to be critical of or post negative comments, images, or bullying remarks toward participants, coaches, officials, administrators, volunteers, or spectators.
4. **Verify Information:** Ensure all comments are factually correct, and always assume the subject of your post will see what you have written.
5. **Use Good Judgment:** If you are unsure whether a comment is appropriate, do not post it or obtain prior approval from the Executive Board. Remember that what you post exists online forever.
6. **Promote Positivity:** Use social media as a positive outlet to promote participants, teams, towns, and youth sports.

### PRIVACY AND SAFETY

Protect yourself and minors by maintaining strict privacy standards:

1. **Protect Personal Information:** Never post or disclose personally identifiable information (e.g., full name, date of birth, street address, phone numbers) for yourself or others.
2. **Protect Minors:** Never name, discuss, or share pictures or videos of minors who are not under your direct guardianship.
3. **Be Vigilant:** Be aware of who you accept as friends or contacts online, as many people may attempt to take advantage of student-athletes or gain unwarranted access. **Protect yourself at all times.**

### COMPLIANCE AND REPORTING

1. **Do Not Condone:** Do not tolerate or condone poor social media behavior or actions.
2. **Report It:** If you observe or are aware of poor social media behavior or actions, **REPORT IT** immediately. Such behavior is unacceptable in youth sports.

## DIGITAL COMMUNICATIONS

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

Social media and electronic communications can also be used to commit misconduct (e.g., emotional, sexual, bullying, harassment and hazing). Such communications by coaches, volunteers, administrators, officials, parents, or athletes will not be tolerated and are considered violations of our SafeSport Policy. Violations of the Organization's Electronic Communications and Social Media Policy should be reported to the board or. Complaints and allegations will be addressed under the Organization's Disciplinary Rules and Procedures.

## **PRESS & MEDIA ACCESS POLICY**

As technology creates ever more easy ways to distribute content, there is inevitably a loss of control of security, the brand and the images associated with the league. In an effort to enhance game day security, safeguard the privacy of our student athletes and protect the rights of the league; NEYT Inc. has established specific guidelines for media field access. Our goal is to provide a more secure space for our youth and to have some degree of control and protection over the brand as well as the footage and images that are created at our events. Reasonable cooperation with media personnel is essential to the continuing popularity of NEYT; for that reason the Media Access Policy will be reviewed and updated annually.

### **GAMEDAY FIELD ACCESS POLICY**

1. Photographer may not enter the surface of play during the game
2. All media personnel must remain outside of the Team Area / Coaching Area
3. Videographers can enter the surface of play but must remain 30 yards away from the line of scrimmage at all times
4. Flying of drones can only be authorized by the Head Referee on the field. Person flying the drone must have a current Media Access Credential
5. On the field media personnel will not exceed 4 people with field access, two persons per team.
6. League media/partners are categorized separately for the purposes of in-game field access
7. Media personnel are not permitted access to locker rooms unless previously cleared by a GM or the teams Head Coach
8. NEYT may, in their sole discretion, revoke any media credential without reason
9. Media access for the following is prohibited:
  - (a) LIVE STREAMING to any platform by non partners is strictly prohibited
  - (b) scouting services or subscription services
  - (c) content for an unrelated paid gig or company
  - (d) video streaming services not in partnership with NEYT
  - (e) full-length game video footage not in partnership with NEYT
  - (f) documentary Films not in partnership with NEYT
10. Issued credentials are non-transferable and must always be worn in a visible manner
11. NEYT has the right to refuse or revoke media credentials
12. NEYT Executive Board may override the field access policy at any time and on any game

### **EXCLUSIVE RIGHTS MANAGEMENT**

All NEYT Tournament and games are the exclusive property of the league. No other entity has exclusive rights to stream audio or visuals without permission from NEYT. Entities may request permission from NEYT to provide audio or video streams governed by the existing policy. In order to protect the exclusive rights of NEYT the following policies will be enforced.

1. No sub-licensing of usage rights to any other entity is permitted.
2. NEYT reserves the right to use in any way and in perpetuity all photos, videos or audio materials created by any person accessing our games or tournaments without any expectation of payments to the creator of such materials.
3. No unauthorized publication, duplication or sale of game film will be permitted without authorization by NEYT

## CORI & BACKGROUND CHECK PROCESSING POLICY

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

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

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

**NEYT HAS DETERMINED THAT THERE WILL BE NO EXCEPTIONS TO THIS POLICY.**

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### COMPLIANCE WITH TITLE VII OF THE CIVIL RIGHTS ACT OF 1964:

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

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

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

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## DISQUALIFYING FACTORS

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

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### SEX OFFENSES:

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

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### FELONIES:

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

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### MISDEMEANORS:

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

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

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

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

## **RESPONSIBILITIES & TREATMENT OF YOUNGSTERS**

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

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

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### **SUPERVISION OF PARTICIPANTS**

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

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### **INDIVIDUAL MEETINGS**

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

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

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

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### **PROHIBITED ONE-ON-ONE INTERACTIONS**

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

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### **RESPONSIBILITY OF LEAGUE OFFICIALS, MANAGERS, AND COACHES**

- 1) Be alert to the physical safety of players and spectators.
- 2) Be consistent in handling players and problems so that standards of conduct may be established.
- 3) Be willing to encourage without humiliating players in front of their teammates.

- 4) Properly condition the players to the extent that they can safely and adequately meet the physical demands of the sport. A thorough warm-up, for example, should precede each practice and game.
- 5) Be conscious that you set a personal example for youth, both on and off the field.
- 6) Insist that sportsmanship be a major emphasis in the game.
- 7) Create an atmosphere of respect for authority, rules, game officials, etc.

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### **RESPONSIBILITY OF LEAGUE & GENERAL MANAGERS**

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

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### **ACTIONS OF PLAYERS, MANAGERS AND COACHES**

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

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### **DUTY TO REPRIMAND**

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

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

## REGISTRATION & CERTIFICATION

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

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### VOLUNTEERS REQUIREMENTS

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

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### PARTICIPANTS REQUIREMENTS

1. Online registration and waiver (National Sports ID)
2. Medical Clearance Waiver (National Sports ID)
3. Original Birth Certificate or equivalent. (National Sports ID)
4. Photocopy of Parent / Guardian ID (National Sports ID)
5. 2<sup>nd</sup> Quarter Report Card (National Sports ID)

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### ACADEMICS

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

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### CUTS

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

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### ROSTER SIZE

- A. If a franchise has fewer applications than the roster maximum for a division then they will continue to accept applications until Jamboree or first season game.
- B. Minimum roster shall be 18 players to certify the team
- C. 14 players must be present to start and play a game
- D. Maximum roster shall be 36 players.

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## TEAM REQUIREMENTS

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

- 1) A minimum of 2 (two) coaches, one of which shall be designated Head Coach
- 2) Team must be certified (Green) through National Sports ID.
- 3) Rules Book and Bylaws
- 4) Team Roster / Participant Roster From National Sports ID

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## CERTIFICATION & DECERTIFICATION

NEYT Executive Board Members will be responsible for ensuring all teams and participants are verified through National Sports ID. Once players are verified and rosters locked, no changes to the rosters will be permitted. Only verified rostered players will be eligible to participate in NEYT sanctioned games. It is the responsibility of the organizations, to ensure that all their teams are verified by the Friday before the game. If a team appears on game day with a unverified roster (their online NSID Verification is "Red") the team shall be issued a forfeit.

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## FRAUDULENT PLAYER

- A. If a player is found to be fraudulent; then the entire team roster will be pulled for examination for that level.
- B. Each player will be re-examined. Original certification documents including a certified original birth certificate must be provided for each player on the roster.
- C. If additional players are found to be ineligible, any games played where those players appeared on the roster will be forfeited.
- D. Any Discovered fraudulent players will be reported to National Sports ID including the name of coaches who are responsible for the oversight.

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## COACHING REQUIREMENTS & DECERTIFICATION

Coaches are considered to be in an official status whenever they are participating in football activities, or NEYT activities. Coaches are subject to decertification, suspension, or expulsion for the following violations:

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

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## MANDATORY LEVELS

- 1) 14u Level is not mandatory. Organizations may add this level prior to the season starts. Organizations may also drop this level after the end of the regular season without penalties.
- 2) 9u, 11u, 13u are mandatory levels. For organizations participating in any of these levels they must sustain the three levels until the first round of playoffs. Any organization dropping any of these levels will be sanctioned by:
  - a. Organization will lose their vote on the Advisory Board for the remaining of the season.
  - b. The remaining levels at (9u, 11u, 13u) will not be playoff contenders past the first round of playoffs unless previously cleared by NEYT to drop a level.
- 3) Teams may start the season without a mandatory level only if cleared by the NEYT Executive Board prior to the start of the season.

## TRAVEL

The Organization has established policies to guide our travel, minimize one-on-one interactions and reduce the risk of misconduct. Adherence to these travel guidelines will increase athlete safety and improve the competitive experience while keeping travel a fun and enjoyable experience. We distinguish between travel to training, practice, and local competition (“local travel”), and team travel involving overnight travel (“team travel”).

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### LOCAL TRAVEL

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

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

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### TEAM TRAVEL

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

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### MIXED-GENDER AND MIXED-AGE TRAVEL

Athletes will only share a room with other athletes of the same sex and age group. Athletes will also be grouped by age and sex for the purposes of assigning an appropriate chaperone. Regardless of gender, a Volunteer shall not share a hotel room or other sleeping arrangement with an athlete (unless the individual is the parent, guardian, sibling, or spouse of that particular athlete). Where an adult is registered both as a coach and an athlete member of the organization, and is functioning primarily as a coach, he or she may share sleeping arrangements with another registered coach.

## EMERGENCY ACTION PLAN (EAP)

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

The goal of an Emergency Action Plan is to provide a comprehensive and practical response to an emergency as it may impact personnel, fields/venues. If a certified athletic trainer or EMT is a part of your organization, he or she should assist leadership in EAP development. The EAP involves the action of several individuals that need to be identified prior to the need to activate the EAP. These individuals include the Head Coach or Coach in Charge, the Messenger, the Aide(s), and the Reporter. All medical emergencies and situations are to be managed by the Head Coach or Coach in Charge.

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

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

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### MEDICAL EMERGENCIES

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

- Messenger** – the person who will notify 911 and direct the ambulance and contact the player's parent/guardian. This person can be the Team Manager or a parent
- Aide(s)** – the person or persons who will be available to assist the Head Coach/Coach in Charge as instructed. This person can be the Team Manager or a parent
- Reporter** – the person assigned to document the incident. This person can be the Team Manager or Head/Assistant Coach

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

- Calm the player and make sure that he is **never** left unattended.
- Move other players away from injured player if possible.
- Assess the injury and determine if an ambulance is needed. If an ambulance is needed, the EMT, Head Coach/Coach in Charge or Messenger will call for the ambulance by dialing 911. They will identify themselves, the nature of the emergency and the location. Dispatch the Messenger to direct the emergency medical personnel. **If you are unsure in any way, send for an ambulance.**
- Do not move victim if back or spinal injury, head injury, or cardiac arrest. If a player is down on the playing field, all play must be suspended until such time Emergency Medical Service arrive and take over.
- For all situations beyond above (such as ankle injury, knee injury, broken bones), player should be placed in a non-traffic location in the most comfortable position for them. Protection of the injured part should be a priority. They must be attended until such time as the Emergency Medical Service arrives.

- f) Direct the Messenger to notify the parent/guardian/emergency contact(s)
- g) Direct the Messenger to provide the emergency medical personnel with all necessary information upon their arrival, including:
  - o Player's name, age, and Healthcare Form
  - o Information about how the injury occurred, the major complaint of the injured player, any treatment already administered to the player (e.g. ice packs, water)
- h) Assist the Emergency Medical Service personnel as directed by them.
- i) In the event a participant or volunteer is transported to the hospital, an adult must accompany them to the hospital. If parents or guardians are not available a team staff member will go with them.

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### DOCUMENTATION OF THE INJURY:

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

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### CHAIN OF COMMAND

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

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### WHEN TO CALL 9-1-1

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

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

911 operator needs the following information:

- a) Location
- b) Nature of injury
- c) Status of athlete

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### FOLLOW-UP

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

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**EMERGENCY ACTION PLAN TEMPLATE**

**PRINT AND LAMINATE – KEEP ON THE SIDE LINES DURING HOME GAMES**

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

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

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

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

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

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

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

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

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

**EMS Protocol:**

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

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

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

Phone Number To Hospital: \_\_\_\_\_

Hospital Directions

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Emergency Task Assignments:

Who is Assigned to Immediate care of the injured or ill participant:

\_\_\_\_\_

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

Who Call 911?: \_\_\_\_\_

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

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

## ADVERSE WEATHER POLICY

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

### INCLIMATE WEATHER/SEVERE WEATHER

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

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

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

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

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

### HEAT PRACTICE MODIFICATION

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

- a) Under 82.0 Normal Activities - Provide at least three separate rest breaks each hour with a minimum duration of 3 minutes each during the workout.
- b) 82.0 - 86.9 Use discretion for intense or prolonged exercise; watch at-risk players carefully. Provide at least three separate rest breaks each hour with a minimum duration of 4 minutes each.

- c) 87.0 - 89.0 Maximum practice time is 2 hours. For Football: players are restricted to helmet, shoulder pads, and shorts during practice, and all protective equipment must be removed during conditioning activities.
- d) 90.0 - 95.0 Maximum practice time is 1 hour. For Football: no protective equipment may be worn during practice, and there may be no conditioning activities. For All Sports: There must be 20 minutes of rest breaks distributed throughout the hour of practice.
- e) Over 95.0 No outdoor workouts. Delay practice until a cooler level is reached.

## **CAMPS, PRACTICE & GAMES RESTRICTIONS**

- 1) Practice for regular season participation shall not begin until after first day of season.
- 2) No team may schedule more than 5 (five) days of practice per week prior to the first (1st) game.
- 3) No team may schedule more than 3 (three) padded practices per week after the first (1st) game.
- 4) No team may schedule more than 6 (Six) hours of practice per week after first (1st) game.
- 5) Practice sessions shall not last more than 2 (two) hours per day.
- 6) Any Team or/individual Coach or Player affiliated and registered with NEYT during the Spring Season shall not participate in scrimmages and/or games against teams or events that are not part of the current NEYT season or Affiliated with NEYT / D1 Nation New England without written clearance from the Executive Board. Such action will result in immediate disqualification from the NEYT playoffs.
- 7) A player must participate in at least 10 football practice days before taking part in a football game.
- 8) NEYT Executive board may make changes to practice restrictions to accommodate for early spring weather and or other issues that may arise during the season.
- 9) NEYT teams may attend any camp/clinic provided by an outside group.
- 10) NEYT teams may attend a camp/clinic provided by its sponsoring franchise.

## CONTACT LIMITATIONS

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



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

## EQUIPMENT CARE, CLEANING & STORING

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

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### JERSEYS & PANTS:

To wash, turn garments inside out to help preserve ink printing and twill. Use only cold water for all settings of the washing machine and do not wash with other items, such as towels.

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

Heavily soiled garments should be pre-treated. Any of the pre-treating brands found at your grocery store will do fine as long as it does not contain bleach. For blood stain, soak in cold water before washing. An oxygen-based laundry booster can also be used to wash garments. If possible, use a high-water level to minimize mechanical action on uniforms and do not overload washer. Remove uniforms immediately after washing and HANG DRY all garments.

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### SHOULDER PADS:

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

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### HELMET:

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

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

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### HELMET INSPECTION:

- Inspect your helmet prior to each use –**NEVER** wear a damaged helmet
- Foam padding should be in proper placement
- Foam padding should show **NO** signs of deterioration
- Check for cracks in vinyl or rubber covering on air/foam
- Protective system should never be altered or removed
- Check shell for cracks
- Check all rivets, screws, velcro & snaps to ensure they are properly fastened.

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

## CONCUSSION PROTOCOL

### What Is A Concussion?

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

### ACTION PLAN

## “WHEN IN DOUBT, SIT THEM OUT!”

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

What coaches should do if a concussion is suspected.

**1 Remove athlete from play**

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

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

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

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

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

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

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

**5 Report Incident to NEYT**

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

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## RETURN TO PLAY PROGRESSION

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

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### 7-STEP RETURN TO PLAY PROGRESSION

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

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

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

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#### STEP 1: BACK TO REGULAR ACTIVITIES (SUCH AS SCHOOL)

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

##### No physical activity:

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

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#### STEP 2: LIGHT AEROBIC ACTIVITY

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

##### Light aerobic activity

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

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#### STEP 3: MODERATE ACTIVITY

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

##### Moderate aerobic activity Light resistance training

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

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#### STEP 4: HEAVY, NON-CONTACT ACTIVITY

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

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

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

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#### STEP 5: PRACTICE & FULL CONTACT

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

##### Limited contact football drills

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

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#### STEP 6: RETURN TO PLAY & RETURN TO PRACTICE

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

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

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#### STEP 7 COMPETITION

Young athlete may return to competition.