

MASON YOUTH FOOTBALL RULES AND REGULATIONS

Revised January 2018

ORGANIZATIONAL PHILOSOPHY

The overall mission of Mason Youth Football (MYF) is to teach each player the fundamentals of football with a strong emphasis on safety, character, and participation. We expect our players, coaches, and volunteers to display leadership, self-confidence, sportsmanship, and friendship.

Coaches will adhere to the Ohio High School Athletic Association (OHSAA), Greater Cincinnati Youth Football League (GCYFL) and MYF rules. These rules were created in an effort to improve and enhance the quality of our program. If a conflict should arise between these rules and the rules set forth by the OHSAA or GCYFL, the OHSAA or GCYFL rule will apply. If any of these rules and regulations is in violation of the above, the rest of the rules and regulations are still considered to be in full effect. All other disputes will be settled at the discretion of the MYF Board (Officers).

MEMBERSHIP REQUIREMENTS

1. All members must be at least eighteen (18) years old.
2. All members must adhere to MYF rules of conduct.
3. Membership dues must be paid by December 1 of each year to receive full voting privileges for the following year.

FINANCIAL

1. All checks returned by the bank will be subject to the current bank charge for returned checks.
2. Custodians of team funds must provide an accounting of all funds for each season upon the request of Officers or team members.

PLAYER ELIGIBILITY

1. All player fees shall be paid before game uniforms or equipment will be issued.
2. No player shall participate in practice or conditioning drills until a statement of good health from a qualified medical professional is submitted.
3. All players must reside within the Mason City Schools boundaries or attend Mason City Schools unless otherwise provided exemption by MYF and the GCYFL.

CHEERLEADER GUIDELINES

1. Siblings of players are given first consideration for cheerleader positions.
2. All cheerleaders must adhere to the same rules and guidelines as do players.

COACHING SELECTION

1. All head coaches must be approved by the MYF Board and be members of MYF.
2. Assistant coaches will be selected by their head coach, subject to review by the MYF Board.
3. All assistant coaches will be submitted for approval by their head coach no later than the last MYF meeting before the start of the season.
4. All coaches and team managers are subject to background checks at the request of the Officers. All new head coaches must obtain a background check from an approved organization, which will be submitted to the MYF Board. Once final approval is given for this new coach by the MYF Board, the coach will be reimbursed for the cost of this background check.

COACHING TENURE

1. Once selected, a head coach may continue to coach as long as he desires in his present age group, unless removed by the MYF Board (including, but not limited to behaviors contrary to those outlined in the Coaches' Conduct section of this document).
2. When openings occur in head coaching positions, current head coaches will have first option on those positions. The actual selection will be based on his coaching tenure, if all other considerations are equal.

COACHES' RESPONSIBILITIES

1. All coaches will teach proper techniques and fundamentals.
2. Coaches will see that all players participate in practice and learn a position. (Game participation is expected for each player, the extent of which is a judgment call to be made by individual coaches.)
3. All coaches must participate in all organizational-sponsored events.
4. All coaches will maintain continuous and active communications with their players and parents concerning MYF business.
5. All coaches will maintain any assigned equipment in good condition.
6. Head coaches will report their absences and who will be in charge during their absences.
7. Head coaches are responsible for providing parent workers for required duties at MYF games and functions.
8. Head coaches must see that all MYF fees are collected by their due date and that contract and good health statements are available at all practices and games.
9. Head coaches must report all injuries requiring medical attention to the President of MYF and the player's parents.
10. Head coaches are responsible to obtain approval to play or practice any teams outside the GCYFL, their GCYFL division, or more than one game per week.
11. Head coaches must always have with them a copy of the GCYFL and MYF rules for reference when needed.
12. Head coaches should be mindful of our organizational structure and process any questions, problems or other issues first through the MYF Board.
13. Coaches must at all times use good safety practices with regards to player's health and security.
14. All coaches shall attend the Mason High School coaching seminar (when conducted).
15. Each Coach must earn a certificate of concussion training which must be renewed every three years, not expiring until after a season end. (This is required by the State of Ohio. See O.R.C. 3707.511 (C)(1) available at <http://codes.ohio.gov/orc/3707.511>)
16. Head Coaches must be NYSCA trained (see at <https://www.nays.org/coaches>).

PARENT'S RESPONSIBILITIES

1. All parents must participate in all fund-raising events.
2. Parents should ensure that their player is properly equipped and is at practice and games on time.
3. All families must participate in home game responsibilities, i.e. concessions, gate, etc, during the course of a season.
4. Parents are responsible for seeing that their assigned equipment is returned in good condition.
5. If a parent should have any problems, they should always first approach their respective head coach in an attempt to resolve said problem.
6. Parents should conduct themselves in a sportsmanlike manner at all practices and games
7. All equipment must be maintained and returned in good clean condition.
The equipment should be thoroughly cleaned before returning at the conclusion of the season.
8. Any discrepancy, missing or unreturned equipment will result in billing for cost of same to the responsible parent.
9. Parents must agree to sign a liability release and consent to player medical treatment.

COACHES' CONDUCT

1. No coach shall strike any player.
2. No coach shall use profanity.
3. No coach shall use any tobacco product while around his players.
4. No coach shall participate in an intoxicated or drug-induced state.
5. All coaches shall conduct themselves in a sportsmanlike manner.

PLAYER'S CONDUCT

1. No player shall strike another player.
2. No player shall use profanity.
3. All players shall conduct themselves in a sportsmanlike manner.

COACHES' DISCIPLINE

1. Violation of any OHSAA, GCYFL, or MYF rule by a coach may be dealt with in the following manner:
 - a. Written warning.
 - b. Game suspension (including practice and all coaching duties).
 - c. Termination from the program.
2. If a parent feels a coach has violated any rule or guideline, they should submit all complaints in writing to the MYF Commissioner. The Commissioner will attempt to resolve said problem and report the situation to the President of MYF.
3. The decision of which of the above, or what disciplinary measures should be administered for a particular violation, shall rest solely in the discretion of the MYF Board.

PLAYER'S DISCIPLINE

1. Violation of any OHSAA, GCYFL, or MYF rule by a player may be dealt with in the following manner:
 - a. Verbal warning from his head coach, which will be immediately reported to the MYF President.
 - b. Written warning to the parents, from the MYF Board.
 - c. Game suspension (including practice) issued by the MYF Board.
 - d. Termination from the program, as determined by the MYF Board and forfeiture of all player fees.
2. The decision of which of the above, or what disciplinary measures should be administered for a particular violation, shall rest solely in the discretion of the MYF Board.

CHEERLEADER'S DISCIPLINE

1. Violation of any OHSAA, GCYFL, or MYF rule by a cheerleader may be dealt with in the following manner:
 - a. Verbal warning from his head coach, which will be immediately reported to the MYF President.
 - b. Written warning to the parents, from the MYF Board.
 - c. Game suspension (including practice) issued by the MYF Board.
 - d. Termination from the program, as determined by the MYF Board.
2. The decision of which of the above, or what disciplinary measures should be administered for a particular violation, shall rest solely in the discretion of the MYF Board.

PARENT'S DISCIPLINE

1. Violation of any OHSAA, GCYFL, or MYF rule by a parent may be dealt with in the following manner:
 - a. Verbal warning from the Football Commissioner, which will be immediately reported to the MYF President.
 - b. Written warning from the MYF Board.
 - c. Game suspension of the player (including practice) issued by the MYF Board.
 - d. Termination from the program of the player, as determined by the MYF Board and forfeiture of all player fees.
2. The decision of which of the above, or what disciplinary measures should be administered for a particular violation, shall rest solely in the discretion of the MYF Board.

ADDENDUMS TO MASON YOUTH FOOTBALL RULES AND REGULATIONS

The following addendums are incorporated into these rule and regulations.

1. Child Safety and Reporting Policy
2. Fundraising and Corporate Compliance Guidelines
3. Injury Reporting Policy and Procedures

(revised January 2018)

Child Safety and Reporting Policy

Addendum to Mason Youth Football Rules and Regulations

Mason Youth Football has adopted a child safety and reporting policy. The policy is intended to promote practices of child protection, awareness of potential child abuse and guidelines for reporting suspected abuse.

Abuse can take many forms, all of which are prohibited within the scope of this policy. Abuse includes the following:

- Physical Abuse – Injury inflicted on a child
- Sexual Abuse – Contact or activity of a sexual nature between an adult and a child
- Emotional Abuse – Mental or emotional injury inflicted on a child by the actions of an adult
- Neglect – Failure to provide adequate care for a child
- Economic abuse – Deliberate misuse of the money or belongings of a child

General Conduct

The following guidelines are meant to guide volunteers, including coaches, team managers and board members, during their interactions with children. The MYF board reserves the right to take disciplinary action against any volunteer whose actions is found to be inappropriate regardless of whether they appear in this section.

- Each volunteer must treat all children with respect and consideration. Treatment must be fair and equal, and must not be based on sex, race, religion, sexual orientation or economic or social status. All effort must be made to avoid favoritism, or the appearance of favoritism.
- Volunteer must not possess or be under the influence of alcohol or drugs will in the presence of children.
- Volunteer must not use harsh or inappropriate language or degrading punishment in the name of behavior management.
- Volunteer must not participate in or allow others to engage in any form of hazing.
- Coach must not use physical punishment in any form. The only time physical force is allowed to be used against a child is when their actions are placing others at an immediate risk for serious harm.
- Physical contact is acceptable only if it is respectful and appropriate. Volunteer must not have sexual contact with children. Appropriate touch does not hurt, is respectful of a child's personal boundaries and is public.
- Volunteer is prohibited from a) possessing any sexually oriented materials (books, magazines, videos, clothing) in the presence of children or b) having a discussion of sexual content (such as their own sexual history, preferences, fantasies or jokes) while in the company of children.
- Coach will teach proper techniques and not encourage conduct which violates safety rules or encourages fighting or harm to another athlete.

Background Checks

Safeguards in the process of selecting coaches will be used to eliminate from consideration any coach, other volunteer or coach candidate who displays characteristics that could classify them at a high risk for violating this policy. Criminal background checks will be obtained from a third party vendor on all head coaches appointed by the MYF board. Sexual Offender Registry Checks will be made of all coaches and designated team managers.

Head coaches must submit to the MYF board, the name, identification, parental status and address of each member of the coaching staff including the designated team manager before each season begins. A head coach must update the MYF board if additional coaches or other volunteers are added.

Each volunteer, including coaches, serves at the discretion of the MYF board. All information collected about a volunteer or candidate (such information is not limited to background and registry checks), will be reviewed and used to determine if they are appropriate for the respective position.

Policies On Child Abuse Prevention

Limit One On One Contact: No activities shall take place involving one on one contact between a single, non-related coach or other volunteer and a child, if such activities can be practically avoided. Instead, a "buddy system" is encouraged where two (2) adults should always be present during practices, games, carpooling, and special

events. When one-on-one discussion or teaching is warranted, coach interaction with a child will take place in an area that allows for private conversation while in the presence of another coach.

Prohibition of Sleepovers: All sanctioned team or league sleepover activities are prohibited whether overnight parties or traveling to away games. Exception: Teams traveling to far away tournaments can have sleepovers if each child is either accompanied by his/her parent or is being supervised by two (2) adults who are in each other's presence at all times. Volunteers are prohibited from sharing sleeping locations with children. Volunteers can sleep in open areas with children or youth as long as the area is large enough for the Volunteer to have their own defined sleeping areas and another Volunteer is present.

Take Home/Pick-Up: Take home/pick-up of athletes by coaches is strongly discouraged because of the difficulty in limiting one on one contact between adult and child. Parent(s) must arrange transportation for their own children to and from MYF events.

Warning Signs Of Abuse

Coaches and other volunteers should consider the following warning signs:

- Attitudes/behaviors expressed on the part of an adult that may be associated with inappropriate or abusive behavior (raging temper, extremely controlling, jealous, hypersensitive, poor sexual boundaries, bullying, intimidating manner, unrealistic or inappropriate training practices and risks, etc.)
- Unexplained/unlikely explanation of injuries.
- Extreme fear of a coach or volunteer;
- Extreme low self-esteem, self-worth;
- A child's attachment to a coach/volunteer to the point of isolation from others'
- A coach/volunteer with an interest beyond caring concerns, special interest in a child (time, gifts, attention, obsession, unrealistic expectations)
- A child's desire to drop out without a clear explanation, or without one that makes sense;
- A child that misses a lot of practices or games with suspicious explanations or excuses.

Suspected Child Abuse Reporting Procedures

Any coach or other volunteer who knows or has reasonable cause to suspect based on facts that would cause a reasonable person in a similar position to suspect, that a child under the age of eighteen years of age has suffered or faces a threat of suffering abuse or neglect, MUST report this to the local child services agency or the police. Local agency /police will handle an investigation.

A coach or other volunteer who is suspected of abusive behavior will be immediately suspended or reassigned to alternative duties that don't involve access to youth pending the outcome of the police investigation. MYF officials will not comment on the allegation or police investigation until it has been concluded.

Personal Information Distribution

The distribution of children's names, phone numbers, addresses, academic performance, medical history, and pictures should be limited to persons on a "need to know" basis.

(Revised 2015)

Fundraising and Corporate Compliance Guidelines

Addendum to Mason Youth Football Rules and Regulations

Mason Youth Football Organization, Inc., also known as “Mason Youth Football” and “MYF,” is incorporated under Sections 1702.01 et seq. in the Revised Code of Ohio, as a nonprofit corporation. Further, the Internal Revenue Service has granted the MYF an exemption from income taxation under section 501(c)(3), of the Internal Revenue Code. Income tax exemptions, corporate status and related Ohio sales tax exemptions provide valuable benefits to the MYF as the membership carries out its mission. MYF has adopted this policy to help the membership preserve these benefits and maintain legal compliance.

Activities

The efforts of MYF, including the use of funds raised and other MYF resources, must be directed to charitable and educational activities or activities to foster amateur sports. Any other activity may cause the MYF to lose its nonprofit status and/or could result in a tax liability.

Donations

Donations made to Mason Youth Football Organization, Inc., Mason Youth Football, MYF or from a donor using the MYF’s tax identification number for an income tax deduction, must be turned over to the MYF Treasury for deposit and reported as income.

Fundraising

Fundraising activities should be legal, occasion appropriate and supervised by adults. Activities should not be offensive or insulting to anyone.

Individual teams or groups cannot conduct fundraising for their team or group *in the name of* Mason Youth Football Organization, Inc., Mason Youth Football, or MYF or while using the MYF’s tax identification numbers unless the funds generated are turned over to the MYF Treasury for deposit.

Team Fund

If a team or group of members has developed its own fund, custodians of those funds will maintain an accounting of the fund and, upon request, provide a written schedule of the fund’s sources, uses and balances. Team funds are the responsibility of the related team and should not be kept in accounts or reserves associated with MYF.

Government Filings

The MYF board will take the care and steps necessary to file the appropriate government filings timely and accurately. Below are common filings.

Corporate Filings: Ohio law requires periodic filings of a Statement of Continued Existence (approximately every 5 years). Additionally, Ohio law requires an appointment of a statutory agent. The MYF Board will typically appoint a Board member as the statutory agent, which necessitates a formal filing update when the Board member agent leaves the MYF Board.

Ohio Charitable Registration

IRS Return: MYF is required to file an annual tax return (a Form 990) on by May 15th of each year unless a 90 day extension is filed with the IRS.

While the MYF holds exemption statuses for certain sales taxes and income taxes, it may not be exempt from other taxes and filings, such as Form 1099 for payments to individuals or payroll taxes if applicable.

(Revised 2015)

Injury Reporting Policy & Procedures

Addendum to Mason Youth Football Rules and Regulations

Mason Youth Football has adopted an injury reporting policy and procedure. The policy is intended to promote good practices of health and safety and provide procedures for reporting and tracking injuries.

Overview

The reporting of injuries during practice and games is an important part of MYF's intent to run a football program that emphasizes safety and minimize incidents. Injury reporting allows MYF to analyze injury patterns and to take steps to implement procedures that minimize those incidents in the future. To that end, every injury requiring medical attention beyond first-aid must be reported by the Head Coach to the MYF President and Board within 24 hours of the incident occurring on the proper form as included here. Medical attention is defined as evaluation and treatment by a qualified medical professional resulting in documentation of the injury in the player's medical charts. Understanding some injuries result in medical attention some period after the incident (e.g. twisted ankle that does not show signs of improvement may result in delayed medical attention), reporting should occur within 24 hours of when medical attention is deemed required.

Forms

Attached on the next page, is the formal injury reporting form. This form must be completed by the head coach in its entirety and forwarded to the MYF President & Board within 24 hours of any injury (or within 24 hours of medical attention as outlined above).

Each head coach is also required to maintain a log of all injuries sustained during the season. This list should be kept in the team book and be on-hand and available for any MYF Board Member to review. A suggested form for this log is also attached in this section.

(Revised 2015)

Mason Youth Football Injury Report Form



(please complete all fields)

Today's Date _____ Date of Injury / Illness _____
Time of Injury / Illness _____ am / pm Injured Person _____
Team / Grade _____ Head Coach _____ Phone _____
Date / Time Reported to Coach: _____ Reported By: _____

Location (Describe location: e.g. Corwin Nixon practice field, MI 4/5 Football Field, etc.) _____

Body Part Injured:	<u>HEAD</u>	<u>TRUNK</u>	<u>EXTREMITIES</u>	<u>OTHER</u>
	<input type="checkbox"/> Ear	<input type="checkbox"/> Abdomen	<input type="checkbox"/> Ankle	<input type="checkbox"/> Lower Arm
	<input type="checkbox"/> Eye	<input type="checkbox"/> Back	<input type="checkbox"/> Elbow	<input type="checkbox"/> Lower Leg
	<input type="checkbox"/> Face	<input type="checkbox"/> Chest	<input type="checkbox"/> Finger	<input type="checkbox"/> Thumb
	<input type="checkbox"/> Head	<input type="checkbox"/> Groin	<input type="checkbox"/> Foot	<input type="checkbox"/> Toes
	<input type="checkbox"/> Neck	<input type="checkbox"/> Shoulder	<input type="checkbox"/> Hand	<input type="checkbox"/> Upper Arm
			<input type="checkbox"/> Hip	<input type="checkbox"/> Upper Leg
			<input type="checkbox"/> Knee	<input type="checkbox"/> Wrist

Type of Injury:	<input type="checkbox"/> Abrasion	<input type="checkbox"/> Bite	<input type="checkbox"/> Bruise
	<input type="checkbox"/> Burn	<input type="checkbox"/> Concussion	<input type="checkbox"/> Cut
	<input type="checkbox"/> Dislocation	<input type="checkbox"/> Fracture	<input type="checkbox"/> Heat
	<input type="checkbox"/> Laceration	<input type="checkbox"/> Puncture	<input type="checkbox"/> Strain
	<input type="checkbox"/> Shock	<input type="checkbox"/> Sprain	<input type="checkbox"/> Other _____

Circumstances surrounding the injury/illness (describe in detail what happened before, during, & after the incident)

{Use the back of the page for further explanation if needed}

First Aid Treatment Administered? Yes No

By Whom? _____

Describe the first aid / care given to the injured person _____

Was the person transported to a medical facility? YES NO

If yes, which facility? _____ By whom? _____

Witnesses:

Name Phone

I declare and affirm under penalty of perjury that the statements made herein are true and correct to the best of my knowledge, information and belief.

Head Coach: _____

Signature of person completing form _____ Date _____



Mason Youth Football Injury Reporting Log

TEAM _____ COACH _____

Player Name	Date of Injury	Location	Brief Description (Type – see below)

Please enter the information for each injury event each season. This log should be kept by the head coach and available for MYF Board members to review if requested.

Types of Injuries include: sprain/strain, laceration, concussion, contusion (bruise), broken bone, etc.

(MYF Revised 2015)