

# **Mount Vernon Colt Football League**

## **MVCFL By-Laws**

### **Mission:**

Mount Vernon Colt Football League (MVCFL), formally known as the Knox County Colt Football League, was established in 1967. This league is a county wide youth football program that encourages all kids to develop skills in America's game. Kids are our number one priority and we hope to instill a life-long love for the game of football. Rules and Regulations are established to ensure that this is done in a safe, fun, and positive atmosphere. All MVCFL board members, coaches, players, and parents will abide by these by-laws. All rules apply unless addressed differently in the divisional rules or as stated in the Ohio High School Athletic Association Handbook (OHSAAH).

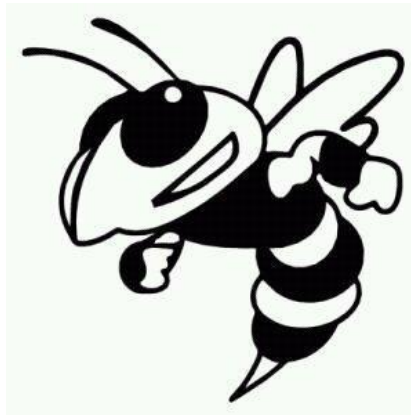
### **Values:**

- Respect
- Commitment
- Perseverance
- Team Work
- Character
- Loyalty
- Work Ethic
- Courage

### **Goals:**

- To teach the fundamentals of football while promoting teamwork, responsibility and good sportsmanship to area youth.
- To show respect and commitment for the program by being positive role models on and off the field.
- To promote teamwork, responsibility, good sportsmanship, and physical well-being to our youth
- To teach each player how to promote a healthy balance between of academics and athletics.
- To promote character development
- To encourage self-discipline and healthy competition within our rules and guidelines

MVCFL by-laws established 1967, Rewritten 2008.  
Amended 2010, 2011, 2012, 2013, 2019, 2021, 2023



## **Section I**

### **Duties/Powers of League Board Officers**

#### **I. Elections**

- A. Nominations for open positions will be accepted until October 31. The board will vote at the year-end meeting in November. All nominations must be submitted in writing by October 31<sup>st</sup> in order to be considered.
- B. Officers will serve terms as follows:
  - 1. President 3 year term
  - 2. Vice President of Colt 2 year term
  - 3. Vice President of Flag 2 year term
  - 4. Equipment Manager 2 year term
  - 5. Secretary/Web Coordinator 2 year term
  - 6. Treasurer 1 year term
  - 7. Sponsorship/Asst. Treasurer 1 year term
  - 8. Cheer Coordinator 2 year term
  - 9. Concession 1 year term (non voting member)
- C. If a board member resigns during their term, a special meeting will be held and the remaining MVCFL board members will vote on a replacement to fulfill the remaining term.

#### **II. Officer Title and Description**

##### **A. President**

- 1. Conduct the affairs of the League and execute the policies established by the board
- 2. Provide Board Representation at the Mid Ohio Colt Football League
- 3. President of Mid Ohio Colt Football League when MVCFL is League Operations
- 4. Provide Board Representation at the home field during practice and games 90% of the time.
- 5. Receive and Handle all complaints/grievances with involved parties
- 6. Coordinate field use for practice and games for the league
- 7. Coordinate schedule and rules with Officials
- 8. Coordinate and conduct background checks on all volunteer applications
- 9. Assist secretary with applications that may warrant discrepancies of: Age and/or Residency.
- 10. Coordinate officials for all events
- 11. Secure meeting locations

##### **B. Vice-President of Colt**

- 1. Construct a list of coaching prospects
- 2. Assist in evaluations/draft events as needed by the player agent
- 3. Develop Mid Ohio Colt Football League schedule when MVCFL is League Operations
- 4. Develop game schedule to be approved by Board
- 5. Provide Board representation at field during practice and games 80% of the time
- 6. Coordinate training and mini-clinics for coaches and/or players

7. Communicate/Coordinate all aspects of this division
8. Handle all divisional complaints/disputes
9. Keep Roster's current

**C. Vice President of Flag**

1. Construct a list of coaching prospects
2. Develop game schedule to be approved by the Board
3. Provide board representation at field during practice and games 80% of the time
4. Communicate/Coordinate all aspects of this division
5. Assist President with divisional complaints/grievances
6. Keep rosters current

**D. Treasurer**

1. Provide financial income/expense report monthly
2. Dispenses league funds as approved by the Board
3. Coordinate a working budget for the year
4. Coordinate & Maintain all contract services (trash collections, sanitation, other miscellaneous bills)
5. Receives all mail, distributing to President copies of all bills and any other matters regarding monies

**E. Secretary/Web Coordinator**

1. Maintains a record of league's activities
2. Record/Publish minutes of each board meeting
3. Provide official ballot counting during voting procedures
4. Maintain all official documentation: Board Structure, officer descriptions, By-laws, minutes, and league forms (applications, rosters, inventory sheets, etc...), make changes as needed
5. Assist the President with birth certificate, grade cards, and residence guidelines
6. Coordinate all player applications and medical forms within league boundaries & notify president of any discrepancies
7. Coordinate with all team moms & parents regarding any fees, birth certificates and any other changes that may occur
8. Coordinate the transfer of players between divisions
9. Track all on-field injuries
10. Assist President and/or VP's with any coach/player/parent complaints
11. Schedule/Coordinate Year End Banquet
12. Create flyers for league registration
13. Coordinate Tag Day/Picture Day

**F. Sponsorship/Assistant Treasurer**

1. Coordinate Team Sponsors
2. Coordinate Banners
3. Coordinate and Investigate future grants or trust that MVCFL might qualify
4. Coordinate any fundraising projects
5. Provide Public Relations representation on behalf of the MVCFL in all matters involving public interests in the MVCFL
6. Writing and maintaining documentation, reporting and publications for all grants

#### **G. Equipment Manager**

1. Inventory control including current and future equipment,
2. Hand out and collect all equipment available to players
3. Must be available for a specified time frame each week in order to replace and secure all equipment.
4. Coordinate game field preparation

#### **H. Concessions**

1. Coordinate inventory (ordering, purchasing, stockings)
2. Be available for all League activities

#### **I. Cheer Coordinator**

1. Coordinate cheer program
2. Coordinate coaches (as the MVCFL determines needs)
3. Maintain current roster's and make changes as needed and supply to secretary

### **III. Business Operations**

- A. Officers of the league shall consist of a President, Vice President of Colt, Vice President of Flag, Secretary, Treasurer, Sponsorship, Equipment Manager and Concession Manager.
- B. Members of the board will be bonded by insurance. These are to include at least the President, Treasurer, Concession Manager, and Sponsorship; and any that the Board feels necessary.
- C. Married couples or relatives CANNOT hold more than one bonded position at a time.
- D. All decisions will be reached by a majority vote of MVCFL members. If there is a tie vote the President will be the tie breaking vote. If a board member has an excused absence from the meeting that board member may vote via telephone, text message, or e-mail.
- E. Business can be conducted via EMAIL with an official vote recorded by the Secretary of all votes received through the communication. A record of the vote will be included in the minutes of the next meeting.
- F. MVCFL shall hold monthly meetings at a set time and place from January to August. From August to October board meetings will be held on an as needed basis. There will be an end of the year meeting in November.
- G. All board members shall attend the monthly meetings.
  1. If an officer misses **two** consecutive meetings or scheduled MVCFL events without approval or **four** in a calendar year they will be dismissed and the board will replace the open position.

### **IV. Fiscal Procedures**

- A. Purchase orders will be completed for all purchases, prior to purchase and then forwarded to the Treasurer for approval of the budget. Once Treasurer approves the purchase order; it is forwarded to the President for final approval for the purchase.
- B. President may make any purchase under \$250 without Board approval
- C. Major Purchases over \$250 must have majority approval or the Board; approval can be via email

- D. Upon the removal or end of term of the President or Treasurer; the bank account (currently held at Park National Bank); needs the following information to update the account:
1. Minutes with the Board approval of the removal of the old President or election of the new President; SIGNED by all approved Board Members
  2. Minutes with the Board approval of the removal of the old Treasurer or the election of the new Treasurer; SIGNED by all approved Board Members.
  3. The “owner” or primary name on the account currently held at Park National Bank must be held by a current member of said Park National Bank.
  4. All old members must go to Park National Bank to remove signatures with a current or new member.

## **V. Game Officials**

- A. The game officials will be approved by MVCFL prior to the start of the season
- B. MVCFL will determine game officials’ wages
- C. The head official is in complete control of the game and has final say
- D. Officials have the authority to rule on any situation not covered in the rules. His/her decision is final, unless ruled otherwise by a present Board Member
- E. The official has the right to eject players, fans, parents, and coaches for un-sportsman like conduct.
- F. The head official will file a report with the board within 24 hours of the removal of a coach/player/spectator
- G. There will be a minimum of 2 with a maximum of 3 paid officials per game with the exception of playoffs

## **VI. Coaches**

- A. There will be one head coach and two official league assistant coaches, with no maximum number of team helpers; pending completed background check. All coaching expectations encompass all divisions: Flag, Little, Big, Cheer.

### **B. Head Coach Placement**

1. Head coaches must be 18 years of age or older, preferably 21
2. All Head coaches must complete a coach’s application
3. Vice-President of Flag/Colt will conduct a phone interview
4. If phone interview is passed, the board will conduct a personal interview
5. The board will vote on ALL head coaching positions: All head coaches WILL BE voted on each year by the MVCFL board, and a Majority Vote WILL replace the head coach
6. Head coaches are required to submit to a background check
7. Head coaches are required to attend coach’s clinic and any training provided or sponsored by MVCFL
8. If a Head coach decides not to return or is voted out by the board, MVCFL will replace the head coach with an individual who has the skills to teach the fundamentals of football. The individual will possess the necessary skills to work with our youth. This individual will also have to submit to a background check
9. MVCFL will open the head coach position to anyone that is interested in coaching a team.
10. All head coaches shall be voted on and approved no later than June 1<sup>st</sup>

11. No person should attempt to become a Head Coach of any team without Board Approval
12. Each head coach will be responsible for making up his/her own plays. These plays should be kept simple and work with the local Middle and High Schools
13. Coaches are not allowed to interfere with actual play (after the ball is snapped)
14. Each head coach is responsible for the return of equipment given to the team
15. Each head coach is to ensure the safety and cleanliness of the field facility
16. Each head coach is responsible for keeping accurate record of each player's name, phone number, and age.
17. Head coaches are responsible for seeing that the field and sidelines are clean and free of all debris after each practice and game.
18. Coaches' personality conflicts should be put aside in the best interest of the kids and the league. Should conflicts be a recurring problem, it is the responsibility of the any coach to inform the Vice President of their division for further action.
19. Coaches WILL NOT use tobacco products at the field during game time or practices

#### **C. Assistant Coaches**

1. Assistant coaches must be at least 18 years of age.
2. Assistant coaches are selected by the Head Coach and can only be an assistant coach after passing a criminal background check.
3. Two assistant coaches per Flag Team
4. Coaches WILL NOT use tobacco products at the field during game time or practices

#### **D. Coaches on the field during play**

1. **Flag Division:** A maximum of 2 coaches can be on the playing field during time-outs with the exception of injuries
2. **All Divisions:** One Coach MUST be on the sidelines at all times.

#### **E. Disciplinary Actions: Zero Tolerance Policy:**

1. Any Head or Assistant coach that is asked to leave or physically removed from a game will receive a one-week suspension. The Coach may request a review from MVCFL Board. This will include all coaching responsibilities including practices. A second offense will mean removal as a coach for the remainder of the season.
2. Head Coaches are subject to one week suspension by the league for failure to control assistant coaches, players, parents, and spectators for their team. At the sole discretion of the MVCFL Board, specific coaches, parents, or spectators may be banned from all MVCFL activities.

#### **F. Code of Conduct/Sportsmanship**

1. All Board members will sign the approved code of conduct
2. All coaches will receive the approved MVCFL coaches' expectations and Code of Conduct and sign off that they agree to those expectations prior to selection
3. If any coaches conduct is found to be dangerous or not consistent with the coach's expectations established by the league discipline shall be as follows:
  - a. First Offense-Verbal warning with 2 weeks of probation from practices and games
  - b. Second Offense-2-week suspension from practices and games

- c. Third Offense-Removal of position by MVCFL Board
- d. If action is determined by the Board to be harmful and/or dangerous  
IMMEDIATE REMOVAL will be enforced
- 4. All Coaches and teams will behave in a manner that is modeling and supporting good sportsmanship. All coaches and players will shake hands after each game.
- 5. All players and parents will sign an agreement stating MVCFL Code of Conduct expectations regarding sportsmanship on and off the field.

**G. Background Check Guidelines (All coaches - assistant and head)**

- 1. Will go back 7 years
- 2. No offenses against children (ex.: sexual, domestic, etc....)
- 3. No theft charges
- 4. No disorderly conduct
- 5. No assaults
- 6. No Domestic Violence
- 7. No possession of drugs, paraphernalia, soliciting, trafficking drugs
- 8. No major felonies
- 9. If an applicant's background check comes back with any of the above, MVCFL will notify the applicant advising them they cannot coach/volunteer within the MVCFL.

**VII. Player Ejections**

- A. Player Ejections: for any offense:
  - 1. Player will remain out the rest of the game the ejection occurred, and support his team from the sidelines.
  - 2. Player will be suspended for the next scheduled game including playoff, and tournament games. If last game of the season the player will miss the first game of next season.
  - 3. The player ejected will participate in the practices for the week and dress to support the team during the suspended game. If a player doesn't show up to support the team that game doesn't count as the suspended game.
- B. Mid-Ohio Colt Football League will make determinations of ejections on an as needed basis.

**VIII. Complaints/Grievances**

- A. All complaints/grievances must be handwritten/typed and given directly to a Board Member. All complaint/grievance forms are available at the main concession stand.
- B. Complaints/Grievances must be filed by the end of the same week of the complaint/grievance. Written complaints against the head/assistant coaches maybe issued by any board member, referees or parent of a player.
- C. Written complaints against a referee will be accepted and reviewed by the vice president.
- D. If the complaint/grievance needs to be addressed immediately the board will hold an emergency board meeting to investigate the complaint.

**IX. Eligibility and Registration**

- A. All boys/girls who are residents of Knox County entering Kindergarten – 6th grade by August 1, are eligible to participate in the Flag Division.
- B. Flag & Cheer Division: Must be at least 5 years old by August 1st of the current year
- C. All boys/girls who are entering grades 3<sup>rd</sup> – 6<sup>th</sup> grade by August 1 in the Mount Vernon School District, are eligible to participate in the Colt Division.
- D. All boys/girls who are residents of Knox county entering kindergarten – 6<sup>th</sup> grade are eligible to participate in Cheer.
- E. 12–13 year-olds are eligible for the Colt & Cheer Divisions as long as they are not in the 7th grade or repeating the 6th grade.
- F. **Divisions by Grade: (Board will review exceptions) \*\* MVCFL will concede to MOCFL age groupings. \*\***
  - 1. **Flag Division Kindergarten thru 6th grade**
  - 2. **Little Division 3<sup>rd</sup> and 4<sup>th</sup> grade**
  - 3. **Big Division 5<sup>th</sup> and 6<sup>th</sup> grade**
- G. Applications are revised yearly and need to be completed each year.
- H. Applications will be available via the internet; at designated locations such as schools, sporting businesses, retail businesses, and other acceptable locations.
- I. All football and cheer registrations need to be finalized by the first day of practice for the season.
- J. Fees:
  - 1. MVCFL will determine each year on the league fee amount
  - 2. All fees must be paid by the 1<sup>st</sup> day of practice, no exceptions.
  - 3. Refund of fees: prior to draft a full refund will be given, thru the 1<sup>st</sup> week of practice a half refund will be given, and after the 1<sup>st</sup> week of practice no refunds will be given.
- K. For kindergarten only: each player must provide a copy of their birth certificate or legal documentation to verify their playing age.
- L. For 1<sup>st</sup> – 6<sup>th</sup> grade: Each child registering for the Colt Division must submit a copy of the most recent grade card from Mount Vernon City Schools to determine eligibility of play in the MVCFL. If they are new to Mount Vernon City Schools, they must supply a copy of their enrollment for that year.

## **X. Evaluation/Draft**

- A. There is no evaluation for flag players.
- B. Colt Division: The Board will determine the number of evaluation days at the beginning of the season.
- C. The Draft will be held after the evaluation days.
- D. The Draft will be completed in the following order:
  - 1. Big Division
  - 2. Little Division
- E. The head-to-head Orange vs. Black record will determine who drafts first. Winning team will draft first in each division.
- F. Siblings in the Colt Division will be placed on the same color team if in different age brackets. [If a parent/guardian does not want the siblings to play on the same team; the Board must receive notice of this one week prior to the draft in writing].
- G. The sons/daughters of the head coach will be placed on the team his/her parent is coaching.
- H. Two assistant coaches' children can be froze on the head coaches' team.
- I. The Flag head coach will attempt to make each team as close to (4) 5-year-olds, (5-6) 6-year-olds, and (2) 7-year-olds as possible

- J. Maximum (3) 7-year-olds on one flag team; no exceptions
- K. Any child, who signs up after the draft, will be placed on a team that the Board designates. This placement will be based on numbers, last to draft, or any other reason the Board deems is reasonable.

## **XI. Year-End Banquet**

- A. MVCFL will work to provide an End of Year Celebration for all Divisions.

## **XII. Colt Division**

- A. The Little and Big Colt Division will operate under the Mid-Ohio Colt Football League by-laws.
- B. Playing Time: All eligible players must play four (4) consecutive plays on offense or four (4) consecutive plays on defense in both halves of the game.
  - 1. **If a player misses practice or has behavioral problems during practice week or game day it will be the head coaches' discretion as to what consequences will be enforced, to include but not limited to play time.**

## **XIII. Cheer Division**

- A. All cheerleaders are governed by the rules and by-laws of the MVCFL.
- B. All Head Coaches (when applicable) must be 18 years of age.
- C. All Eligibility and Registration requirements of the MVCFL must be met
- D. All Code of Conduct and Sportsmanship expectations of MVCFL must be met
- E. All cheerleaders must be dressed in the appropriate uniform.
- F. Parents/Guardians will be responsible to provide the needed uniform until a time that MVCFL may be able to provide part or all of the uniforms or props. They must be returned to MVCFL if provided by the League.

## **XIV. Flag Division: (See Addendum A for Field Set Up)**

- A. All game rules are established by the MVCFL board members and the Ohio High School Athletic Association Handbook.
- B. Each team will have at least 6 games with the possibility of a season ending tournament.
- C. There are no kick-offs in this division. Play will start with the ball spotted on the 40 yard line.
- D. The offense has an opportunity for a 1st down at the 20 yard line.
- E. No run zone comes into effect only when the offensive team is approaching a first down at the 25 yard line and closer and within 5 yards of the endzone.
- F. Games will be played 7 on 7 depending on team numbers. If a team is limited to 7 or less players, teams may choose to play 7 on 7 or 5 on 5.
- G. All eligible team members who are present for a game must have a position on offense or defense. With a minimum of 10 minutes of play time. **If a player misses practice or has behavioral problems during practice week or game day it will be the head coaches' discretion as to what consequences will be enforced, to include but not limited to play time and parent must be informed of this change.**
- H. At the start of the game, visitors get the choice of the coin toss (heads or tails). The winner of the coin toss gets the choice of offense, defense, or defer to the second half.

- I. Each game will consist of four, ten (10) minute quarters. Clock will be a continuous clock. Clock will stop only on time-outs, end of quarter and normal stoppage the last minute of each half.
- J. Overtime will be played if a game ends in a tie. Each team will be given one play starting at the 5 yard line. Visiting team gets the choice of offense or defense at the beginning of the first overtime. Each team gets a chance to score. If neither or both teams score, additional “overtimes” will occur until there is a winner. Once one team scores and the other does not, the game will end.

K. Offensive Players

- 1. There must be at least 3 offensive players on the line of scrimmage
- 2. The offense will have no longer than forty seconds from the time the ball is spotted by the Official until it must be hiked
- 3. Players on the Offensive line must be set for at least one second prior to the snap.
- 4. Players running the ball are not allowed to: lower or butt their head, use a straight/stiff arm.
- 5. Spinning: one spin will be allowed. Ball carrier will be whistled down at the start of the second spin.
- 6. Quarterbacks cannot run the ball. She/He must pass the ball forward or hand it off behind the line of scrimmage. Play is whistled dead if the Quarterback advances the ball past the line of scrimmage.
- 7. No Center sneak play is allowed. But the center is an eligible receiver for a pass.
- 8. The ball carrier may run in any direction, handoff, or lateral anywhere on the field. All handoffs or laterals must be to the rear of the passer beyond the line of scrimmage.
- 9. There will be no fumbles. If a fumble occurs then the play is whistled dead and the ball is spotted where the player fumbled the ball and the ball is given back to the offense.
- 10. Man-in-Motion: There is to be only one man-in-motion per down (NO double motion).

L. A touchdown is six points.

M. Point after touchdown will be an option to the scoring team. For 1 point, the team will place the ball on the 5 yard line (no run-ins allowed). For 2 points, the team will place the ball on the 10 yard line (runs and passes allowed).

N. If an interception occurs the play is whistled dead and the ball will be placed at the 40 yard line and given to the other team.

O. Turnover on downs: Ball goes back to the 40 yard line.

P. Flag guarding: runners shall not flag guard by using any part of the body or ball to deny the opportunity for an opponent to pull or remove the flag belt. Flag guarding includes but is not limited to: swinging or swatting the hand or arm over the flag belt to prevent an opponent from de-flagging. Placing the ball in a possession over the flag belt to prevent an opponent from de-flagging. Lowering the shoulder in such a manner that flag guards.

Q. Defense Players

- 1. Defenses must play a 3-4 (2-3 in 5v5) defense with no one over center, or man to man.
- 2. Defensive Line must be 3 yards off the line of scrimmage.
- 3. All other players must be 5 yards off the line of scrimmage.

R. Blocking

- 1. Arms cannot be extended and no shoving of other players.
- 2. No player that is running, may block a non-running player

3. No blocking below the waist
4. Head butting is illegal
5. No pushing a ball carrier that is running near the sidelines for the purpose of knocking the ball carrier out of bounds
6. Defensive players may use hands against offensive players (except offensive players in the process of catching the ball), but hands must be open
7. Any activity directed toward the face or eyes by an offensive or defensive player other than normal de-flagging will be considered a penalty.

#### S. De-Flagging

1. Players must have shirts tucked in pants and flags properly displayed
2. Flags may not be wrapped around belt loops or the belt
3. Every player must wear a flag belt
4. Flags should be a different color than a player's shirt and pants
5. Removing flags from potential receivers before they have possession of the ball is illegal
6. A ball carrier's progress can only be stopped by de-flagging, dropping of the ball, one hand touched, penalty, or running out of bounds
7. The ball will be marked at the spot on the field where the flag was removed or one hand touched
8. Ball carriers may not use their hands or the football in anyway against defenders reaching for their flags
9. The defense may not intentionally impede the progress of the ball carrier by holding, tripping or any other means. If, in the opinion of the referee, the impediment prevented a score, the ball will be placed on the 1-yard line with a first down.

#### T. Dropped Flags

1. If a player loses his/her flags (one or more) prior to touching the football (hand-off, catch), that player must be one hand touched to be ruled down.
2. A player who catches the ball, but has lost one or both flags prior to the catch will be considered an eligible player. That player must be one hand touched to be ruled down.

#### U. Spotting the Ball

1. All dropped passes will be considered incomplete passes, lateral or not. The ball will be placed on the line of scrimmage prior to the snap.
2. Pulled flag, spot at the point of the ball at the time of the pulled flag or one hand touched. Where the defender drops the flag has no bearing on the spot of the ball.
3. Ball carrier goes out of bounds; spot at the point the sideline was crossed.

#### V. Yardage for Penalties

1. 5 Yards from line of scrimmage and repeat down
  - a. Off sides
  - b. Encroachment
  - c. Illegal Procedure
  - d. Illegal motion
  - e. Delay of game
  - f. Illegal formation
  - g. Offensive Pass interference
2. 5 yards from the spot of the foul
  - a. Flag guarding

3. 5 yard from the spot of the foul/or end of run
  - a. Defensive holding on receivers/ball carriers
  - b. Unsportsmanlike conduct
  - c. Roughing the passer
  - d. Personal Fouls
  - e. De-flagging players without the ball
  - f. Offensive holding
  - g. Illegal block
  - h. Clipping
  - i. Tripping
  - j. Tackling
  - k. Unnecessary Roughness
  - l. Straight/Stiff arming
  - m. Head butting
  - n. Pushing the ball carrier out of bounds
4. Re-Play down at the spot of the foul or the 1 yard line if penalty happened in the end zone:
  - a. Defensive Pass Interference
5. 5 yard penalty from the line of scrimmage and loss of down
  - a. Running in the No Run Zone

**ALL RULES IN THE SET FORTH BY-LAWS ARE SUBJECT TO REVIEW AND ADJUSTMENTS MADE BY MAJORITY BOARD VOTE.**

## ADDENDUM A

### FLAG DIVISION FIELD SETUP

