

Orange County Youth Football League, Inc.



LEAGUE HANDBOOK

Regulations &
Procedures



Greetings,

The Orange County Youth Football League, Inc., also known as OCYFL, would like to welcome you to our organization.

We are always pleased to grow our league by adding Town Memberships that share our ideals, values, and commitment to providing a positive youth football and cheer experience.

This handbook has been developed to provide clear guidance and essential information to assist you in successfully operating your town program within the Orange County Youth Football League.

To ensure transparency, consistency, and ease of use, this handbook is reviewed and updated annually. These updates allow us to reflect organizational changes, clarify policies and procedures, and improve the overall structure so it remains clear and easy to follow for both existing and new member towns.

We encourage all member towns to review this handbook each year and reference it regularly, as it serves as the official guide for league operations, expectations, and standards.

Should you have any questions or require assistance at any time, please feel free to contact us at nyocyfl@gmail.com. We are here to support you and look forward to working together.

We wish you many years of success and growth within our program.

Sincerely,
Orange County Youth Football League, Inc.
Board of Directors



About OCYFL

The Orange County Youth Football League (OCYFL) is comprised of member town programs within New York State Section IX Athletics. OCYFL offers organized youth football and recreational cheerleading opportunities for student-athletes between the ages of 5 and 14 who reside within the Section IX Athletic Conference area.

Since its inception in 1992, OCYFL has provided a structured, supervised, and competitive football program, paired with recreational cheerleading, governed by the rules, policies, and regulations established by the league. Our goal is to create a safe, consistent, and positive environment for all participants.

OCYFL is committed to developing well-rounded young athletes by teaching not only the fundamentals of football and cheer, but also the values of sportsmanship, teamwork, discipline, determination, leadership, friendship, and respect for authority. We strive to ensure that every child has the opportunity to learn, grow, and enjoy the experience of being part of a team.

The league supports and promotes inclusive town-based programs, providing opportunities for youth regardless of race, creed, religion, or national origin. Physical activity, personal growth, and positive character development are central to our mission.

There are no tryouts or cuts based on athletic ability within OCYFL. Any athlete who completes the registration process is eligible to participate and will be subject to the league's mandatory playing rules, which apply equally to all participants to ensure fairness and inclusion.

The Orange County Youth Football League was originally established as the Minisink-Middletown Youth Football League, Inc. in 1992. In 1997, the organization formally changed its name to the Orange County Youth Football League, Inc., reflecting its continued growth and expanded membership across Orange County.

Mission Statement:

The mission of the Orange County Youth Football League (OCYFL) is to provide a safe, structured, and competitive youth football and cheer program that is enjoyable for athletes, parents, coaches, spectators, and volunteers.

Our program is built on the core values of teamwork, dedication, integrity, respect, and—most importantly—the cooperation of our member towns. Through strong town involvement and a shared commitment to league standards, OCYFL strives to create a positive and inclusive environment for all participants.

By emphasizing USA Football Heads Up Training for our coaches and prioritizing education, proper technique, and player safety, we continue to grow the game while keeping the well-being of our athletes at the forefront of everything we do.

League Objective

The objective of the Orange County Youth Football League (OCYFL) is to instill in the youth of our communities the ideals of good sportsmanship, honesty, loyalty, courage, and respect for authority, helping them grow into strong, confident, and responsible individuals. Through participation in our program, we strive to support the development of healthy, trustworthy citizens both on and off the field.

To achieve this objective, OCYFL provides a supervised and structured program of competitive football games, governed by the rules, policies, and regulations established by the Orange County Youth Football League. This handbook serves as a comprehensive guide for our member towns, offering the tools, expectations, and standards necessary to successfully operate programs in alignment with league goals.

All members of OCYFL should recognize that while skill development and competition are important, winning games is secondary to the league's primary mission. Emphasis must always be placed on positive leadership, fair play, teamwork, and sportsmanship, as these values have the greatest impact on the youth we serve.

Incorporation Information:

The legal name of the organization is Orange County Youth Football League, Inc. (OCYFL). OCYFL was chartered in Minisink, New York, and is recognized by the Internal Revenue Service as a 501(c)(3) tax-exempt public charity, classified under Section 509(a)(2), effective May 15, 2010.

OCYFL is a membership-based nonprofit corporation and operates in accordance with a formal set of bylaws. These bylaws govern the structure, operations, and responsibilities of the organization and are maintained at the national, regional, and league levels.

As a federally recognized 501(c)(3) organization, OCYFL must operate exclusively for exempt purposes, as defined by the Internal Revenue Code. The league is required to engage primarily in activities that further its charitable mission and may not devote more than an insubstantial portion of its activities to purposes outside of those exemptions. Failure to comply with these requirements, including the failure to file required annual tax returns for three consecutive years, may result in the loss of tax-exempt status.

In accordance with IRS regulations applicable to all 501(c)(3) organizations, OCYFL: Must not participate in or intervene in any political campaign on behalf of, or in opposition to, any candidate for public office

- May not engage in substantial lobbying activities
- Must ensure that no part of its net earnings benefits any private shareholder or individual
- Must not operate for the benefit of private interests, including founders, board members, or affiliated individuals
- Must not operate primarily for the purpose of conducting unrelated business activities
- Must not engage in activities that are illegal or violate established public policy

Certain activities that may be permissible for public charities are subject to additional restrictions and excise taxes if improperly conducted. These include prohibited financial transactions, excessive private benefit, self-dealing, or unrelated business activities.

OCYFL remains committed to compliance with all applicable federal and state nonprofit regulations to protect the integrity and mission of the organization.

For additional information regarding nonprofit compliance and IRS regulations, guidance is provided by the Internal Revenue Service.

<https://www.irs.gov/charities-non-profits/private-foundations/life-cycle-of-a-private-foundation-jeopardizing-exemption>

Tax-Exempt Status:

The Orange County Youth Football League, Inc. (OCYFL) is recognized as a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code, effective May 15, 2010. As a federally recognized public charity, OCYFL is exempt from federal income tax on activities that further its charitable purpose.

OCYFL also holds New York State tax-exempt status, supported by Form ST-119, effective November 4, 2021, which provides exemption from applicable New York State sales and use taxes in accordance with state law.

As a 501(c)(3) public charity, OCYFL is required to operate in compliance with all federal and state regulations governing nonprofit organizations. Adherence to these compliance standards is essential to maintaining tax-exempt status and ensuring the continued integrity and transparency of the league's operations.

OCYFL follows the compliance guidelines established for 501(c)(3) Public Charities as outlined by the Internal Revenue Service to avoid jeopardizing its charitable status.

For additional guidance regarding nonprofit compliance, reference materials are available through the Internal Revenue Service:

IRS Publication 4221-PC: Compliance Guide for 501(c)(3) Public Charities

<https://www.irs.gov/pub/irs-pdf/p4221pc.pdf>

Logo Use, Branding, and Media Policy:

The Orange County Youth Football League, Inc. (OCYFL) name, logo, and branding elements are the property of the organization. While the OCYFL logo is not registered as a copyright or trademark, its use is restricted and controlled by the league.

Authorized Use

The OCYFL logo may be used only by Town Membership Programs in good standing and only for official league-related purposes, including but not limited to:

- Team uniforms and apparel
- League-approved merchandise
- Promotional materials and advertising
- Official town or team websites and social media
- Event signage and printed materials

All use of the OCYFL logo must accurately represent an active and approved affiliation with the league.

Prohibited Use

The following uses are strictly prohibited unless expressly approved in writing by the OCYFL Board of Directors:

- Use by any town, individual, organization, or vendor not in good standing
- Use after a town's membership has been suspended, revoked, or has expired
- Use for personal, political, or commercial purposes not directly related to OCYFL
- Use that implies endorsement by OCYFL where none exists
- Alteration, distortion, or modification of the logo in any form
- Use that conflicts with the league's mission, policies, or standards of conduct
- Logo Integrity and Design Standards

The OCYFL logo must be used in its original form and may not be altered, recolored, resized disproportionately, or combined with other graphics without prior written approval. Any reproduction of the logo must maintain its clarity, quality, and professional appearance.

Vendor and Third-Party Use

Vendors, sponsors, or third parties may not use the OCYFL name or logo without prior written authorization from the OCYFL Board of Directors. Any approved vendor use must be limited to the specific event or purpose authorized and may be revoked at any time.

Approval and Oversight

OCYFL reserves the right to require pre-approval for logo use and to request samples or proofs prior to production. Permission to use the OCYFL logo may be revoked at any time if the use is determined to be inappropriate, misleading, or inconsistent with league policies.

Enforcement

Unauthorized use of the OCYFL name or logo may result in corrective action, including but not limited to:

- Written notice to cease and desist
- Revocation of logo use privileges
- Disciplinary action in accordance with league bylaws
- Additional actions deemed appropriate by the OCYFL Board of Directors

The Logo use Request form can be found in the forms section of this handbook

Administration

Executive Board

Officers

OCYFL President, Vice-President, Treasurer, and Secretary
(League Governance & Final Authority)



League Commissioners

Football Commissioners, Head Cheer Director & Cheer Commissioner
(Oversight, Support & Compliance)



Town Boards

Town President, Vice President & Cheer Director
(Local Program Management & Operations)



Coaches

Football Coaches & Cheer Coaches
(Player Development, Safety & Conduct)



Volunteers & Team Support



Players & Cheer Participants

Orange County Youth Football League, Inc.
P.O. Box 221
Goshen, NY 10924
Primary Email Contact: nyocyfl@gmail.com

Primary Method of Communication

Email is the primary and preferred method of communication for the Orange County Youth Football League. All official correspondence, questions, requests, and submissions should be directed to the league email address listed above or to your assigned league commissioner, as applicable.

League Commissioners

Each member town is assigned a league commissioner to serve as the primary point of contact for guidance, support, and communication with the league. Town officials are encouraged to work directly with their assigned commissioner for day-to-day matters, questions, and clarification regarding league policies and procedures.

Response Time

The Orange County Youth Football League strives to respond to all email inquiries in a timely and professional manner. Members can expect a response within 24–48 hours, excluding weekends and holidays, unless otherwise noted.

Administrative Correspondence

All official documents, requests, and league-related correspondence—including but not limited to financial submissions, compliance documents, logo use requests, and policy inquiries—should be submitted electronically via email unless otherwise directed by the league.

Communication Expectations

To ensure efficient communication:

- Towns should use clear subject lines when emailing the league
- Include the town name and program role in all correspondence
- Maintain professional and respectful communication at all times

OCYFL Executive Board of Directors

Eligibility & Nomination Requirements:

To be nominated and serve on the Orange County Youth Football League, Inc. (OCYFL) Executive Board of Directors, individuals must meet and maintain the following eligibility and conduct requirements:

- Must be at least twenty-one (21) years of age
- May concurrently hold a board position within a member Town League
- Must be nominated annually at the November league meeting
- Must be elected annually at the December league meeting
- Must sign and adhere to the OCYFL Board of Directors Code of Conduct
- Must successfully pass a background check every two (2) years
- Must comply with and uphold all rules, policies, and bylaws of the Orange County Youth Football League, Inc.
- Must maintain a high level of confidentiality regarding all financial, personnel, disciplinary, and organizational matters, including information related to donors, staff, town members, referees, volunteers, and players
 - Confidential information shall not be disclosed or discussed with unauthorized individuals
 - Harassment, discrimination, or retaliatory conduct is strictly prohibited at all levels
 - Any board member found to have engaged in discriminatory, harassing, or inappropriate conduct may be subject to disciplinary action up to and including removal from the Board

Governance & Accountability

Executive Board members are expected to act in the best interest of the league at all times, demonstrate ethical leadership, and serve as role models for the OCYFL community.

Town Membership

To be eligible for and maintain membership in the Orange County Youth Football League, Inc. (OCYFL), each town program must meet the following requirements:

Organizational Requirements

- The town must operate as a registered youth football league with an adopted set of bylaws
- Town bylaws must be consistent with OCYFL policies and applicable national rules and procedures
- Bylaws must regulate internal operations, including:
 - Board of Directors structure
 - League officers and responsibilities
 - Cheer Director position (if offering cheerleading)
 - Administrative and operational procedures
- A secured location for practices and home games must be established
- A sample bylaws outline may be provided by OCYFL upon request

Membership Fees

- An annual league membership fee is required to maintain active membership in OCYFL
- The fee amount will be established annually at the January league meeting
- Payment must be made in full no later than the April league meeting
- Failure to remit payment by the deadline may result in loss of membership privileges

Annual Membership Application

- Each town is required to submit a completed OCYFL Membership Application annually
- All submitted information must be current and accurate
- The membership application form is located on the OCYFL Intranet

Membership Standing

Only town programs that meet all organizational, financial, and compliance requirements will be considered members in good standing and eligible to participate in league activities, events, and governance.

Insurance Requirements

Each member town is required to obtain and maintain its own insurance coverage that meets or exceeds the minimum requirements established by the Orange County Youth Football League, Inc. (OCYFL).

Required Minimum Coverage Limits

All town programs must carry a Commercial General Liability Insurance policy with the following minimum limits:

- General Liability (Per Occurrence): \$1,000,000.00
- Damage to Rented Premises: \$300,000.00
- Personal and Advertising Injury: \$1,000,000.00
- General Aggregate: \$1,000,000.00
- Products – Completed Operations Aggregate: \$1,000,000.00

Mandatory Policy Inclusions

All insurance policies must specifically include coverage for:

- Sexual Abuse and Molestation
- Concussion and Head Injuries

Certificate of Insurance (COI) Requirements

Each town must submit via email a current Certificate of Insurance (COI) naming the following as the certificate holder and/or additional insured:

Orange County Youth Football League, Inc.
P.O. Box 221
Goshen, NY 10924

The Certificate of Insurance must be submitted no later than August 1st of the current season in order for the town to be eligible to participate in league activities.

Compliance

Failure to provide proof of required insurance coverage by the stated deadline may result in suspension of participation until compliance is achieved.

Mandatory Background Checks

To address the ongoing importance of participant safety and youth protection, the Orange County Youth Football League, Inc. (OCYFL) mandates bi-annual background checks for all individuals involved in league and town activities who have regular or repetitive contact with youth participants.

Individuals Subject to Background Checks

Background checks are required for, but not limited to:

- Executive Board Members
- Town Board Members
- Coaches (Head and Assistant)
- Cheer Directors and Staff
- Team Parents and Volunteers
- Any individual with repetitive access to or contact with youth participants

Eligibility Restrictions

No town may permit any individual to participate in any capacity within OCYFL if a background check reveals within 7 years with the exception of

- A conviction or guilty plea involving a crime against a minor
- Abuse (sexual or otherwise) or neglect offenses
- Violent crimes

All determinations regarding eligibility will be made in accordance with league policy and applicable laws.

Compliance and Enforcement

Failure to comply with the mandatory background check requirement may result in disciplinary action, including but not limited to:

- Suspension of the individual or town program
- Temporary or permanent revocation of participation privileges
- Additional corrective actions as deemed appropriate by OCYFL

No individual may participate in any league or town activity until the required background check has been completed and approved.

General Information

USA Football Membership & Compliance

The Orange County Youth Football League (OCYFL) is a proud member of USA Football. All member towns are required to enroll in and maintain an active membership with USA Football.

Each town must comply with all applicable USA Football policies, including but not limited to:

- USA Football SafeSport Policy

Additional information is available at:

- www.usafootball.com
- USA Football SafeSport Policy Documentation
 - <https://assets.usafootball.com/documents/usafb-safesport-policy.pdf>

League Membership Eligibility

OCYFL league membership is open, upon approval, to town programs whose school districts are members of the New York State Section IX Athletic Conference.

Membership applications

- Are reviewed by the OCYFL Executive Board
- May be opened for discussion
- Are subject to a formal vote to approve or disapprove
- Towns will be notified if a decision to disapprove via email

Membership Status & Good Standing

Once a town program is accepted into the Orange County Youth Football League, Inc., it retains membership status provided that it:

- Registers annually with OCYFL
- Pays all required league fees
- Complies with all league rules, regulations, and policies
- Remains in good standing with the league

Dual memberships are prohibited. Towns may not participate in or follow the rules of any other youth football or cheer organization while maintaining OCYFL membership.

Town Boundaries & Player Eligibility

Town program boundaries are defined by school district boundaries. Players and cheer participants must participate in the program corresponding to the school district in which they reside.

It is the responsibility of the town program to verify school district residency for all participants.

If a player is found to be participating outside of their district without prior written approval from OCYFL, the team will forfeit all games in which the ineligible player participated.

Playing Out of District Requests (Form in Forms section of this Handbook)

Requests for a player to participate in a town outside of their school district must:

- Be submitted using the approved OCYFL form
- Be signed by both involved town programs
- Be submitted via email to OCYFL for review and approval
- Receive written approval prior to participation

Participation & Removal from Teams

There are no tryouts or cuts based on athletic ability within OCYFL. Member towns are required to accept any football player or cheer participant who wishes to participate, provided registration requirements are met.

Removal from a team may occur only for the following reasons

- Failure to complete registration requirements
- Extreme disciplinary issues
- Participation in another youth league, high school, or modified team
- Refusal by the player or parent to comply with league rules and regulations

Violations, Discipline & Financial Obligations

Any town found to be in violation of league rules and regulations will be subject to OCYFL Executive Board review. Repeated violations may result in suspension or removal from the league.

Any league dues, fines, or other charges not paid by December 31 of the current year may result in suspension from league participation.

Final Authority

The Orange County Youth Football League Executive Board retains final and non-appealable authority over any town league in disputes that cannot be resolved through standard league processes.

League Meetings

Regular Orange County Youth Football League (OCYFL) meetings are held on the third Wednesday of each month at 7:00 p.m., at a predetermined location as communicated by the league.

Attendance Requirements

- League meetings are open to approved representatives from member town programs
- Each member town is required to have at least one representative present at every league meeting
- Representatives must be authorized by their town board to speak and vote on behalf of the town

Excused Absences

- Each town is permitted one (1) excused absence per calendar year
- Prior notification must be provided to OCYFL to qualify as an excused absence

Absence Penalties

- Each additional absence, whether excused or unexcused, will result in a \$50.00 fine
- After three (3) additional absences, the town's membership status will be reviewed by the OCYFL Executive Board, which may result in disciplinary action, including suspension or removal from the league

Accountability

Regular attendance is essential to maintaining transparency, communication, and effective league governance. Towns are expected to prioritize attendance to remain in good standing with OCYFL.

Calender of Events

January • No physical meeting • Rule Change Requests by January 31st • Submit change of Town Board Positions	February • Rule change proposals up for discussion • Rule change proposals up for vote	March • No physical meeting • Snow date for February meeting
April • Annual dues collected • Cheerfest requests • Super Bowl requests • Volunteer apprecaition	May	June • Submit Insurance Certificates
July • Submit Insurance Certificates • Referee meeting	August • Season begins • Coaching Clinic • Scrimmage weekend • Schedule requests	September • Games begin
October • Regular season continues • Coach appreciation day October 6th • Official's Apprecation Week	November • Cheerfest • Play in games • Playoffs • Super Bowl	December • Dinner meeting

Emergency Action Plan (EAP)

The safety and well-being of all participants is a top priority of the Orange County Youth Football League (OCYFL). All coaches are required to be knowledgeable in basic first aid techniques and the emergency procedures outlined in the OCYFL Emergency Action Plan.

- At least one CPR/AED certified coach at practice and games

Training & Preparedness

- The Emergency Action Plan must be reviewed and practiced annually by all coaches prior to the start of the season
- Coaches must be prepared to respond to medical emergencies, injuries, and other unforeseen incidents during practices and games

Volunteer Acknowledgment

All volunteers who have regular or ongoing access to youth participants are required to:

- Review the Emergency Action Plan
- Acknowledge understanding of emergency procedures
- Provide a signed acknowledgment confirming compliance

Documentation & Compliance (From in the forms section of this Handbook)

- Signed acknowledgments must be maintained by the town program and made available to OCYFL upon request
- Failure to comply with Emergency Action Plan training or documentation requirements may result in disciplinary action

Responsibility

Each town is responsible for ensuring that all coaches and applicable volunteers understand and follow the Emergency Action Plan to ensure a coordinated, effective response in the event of an emergency.

Physical & Medical Requirements for Participants

Participant Medical Clearance

Every football player and cheer participant must submit annually before being permitted to participate in any OCYFL practices or games:

- A completed OCYFL Medical Form signed by a licensed medical professional, certifying the participant is able to participate without restrictions

No participant may take part in any league activity until medical clearance documentation has been properly submitted and approved by NSID

Medical Requirements for Each Team

To ensure player safety and emergency preparedness, the following medical requirements must be met:

- Each team or cheer squad must have at least one coach who is CPR and AED certified present in order to conduct practices or participate in games
- An Automated External Defibrillator (AED) must be readily accessible and in close proximity to athletes during all practices and games

Failure to meet these requirements may result in suspension of team activities until compliance is achieved.

Use of Drones and Airborne Devices

In 2017, the New York State Public High School Athletic Association (NYSPHSAA) banned the use of drones at all sporting events. This ban applies to practices, scrimmages, games, and all regular and post-season events.

In alignment with this directive, the Orange County Youth Football League (OCYFL) strictly prohibits the use of drones or any airborne devices at all OCYFL-related activities.

Prohibited Areas

The use of drones or airborne devices is not permitted in or around:

- Fields of play
- Sidelines and bench areas
- Spectator areas and stands
- Parking lots
- Any property being used for OCYFL town activities

Safety & Enforcement

These devices present a significant safety risk to players, cheerleaders, coaches, officials, volunteers, and spectators.

- Any individual found operating a drone or airborne device will be asked to leave the premises immediately
- Violations may result in further disciplinary action as determined by the OCYFL Executive Board
- Law enforcement or property authorities may be contacted if necessary

This policy is enforced to ensure the safety, privacy, and integrity of all OCYFL events.



New York State Public High School Athletic Association Drone Policy

The New York State Public High School Athletic Association prohibits the use or possession of unmanned aircraft or aerial systems (UAS), also known as drones, for any purpose by any person or entity at all scrimmages, regular season and post season events.

This prohibition applies to the area above and upon all spectator areas, fields of play, courts, arenas, stadiums, mats, gymnasiums, pools, practice facilities, parking areas and or other property being utilized for the purpose of the interscholastic activity.

If there is a report of UAS activity at an athletic event school, Section and/or State Association officials will, in consultation with the sports officials, suspend the play until such time as the UAS is removed from the area as defined above or the school, Section/ State and sports officials determine it is safe to proceed.

For purposes of this policy, a UAS is any unmanned airborne device or aircraft. The NYSPHSAA, Section and/or Member School reserves the right to refuse admission to anyone operating or attempting to operate a UAS or to request the immediate removal of any person using or attempting to use a UAS in violation of this policy.

The NYSPHSAA Executive Director has the authority to grant an exception to this policy to law enforcement, public safety agencies, NYSPHSAA media partners, or other entities or individuals. Any request for an exception to the policy must be submitted to the Executive Director at least a week prior to the event. The exception is limited to the specific event requested and requires the consent of the host venue.

Any use granted under this provision must comply with the applicable FAA regulations as well as any and all requirements set forth by NYSPHSAA. News media must have the necessary FAA authorization. Any individuals granted an exception would be required to sign a document acknowledging and agreeing to the terms of use and agreeing to hold the NYSPHSAA and its member schools harmless from damage to persons or property.

**Approved May 5, 2017 (Executive Committee)*

Use of Artificial Noise Makers

It is the policy of the Orange County Youth Football League (OCYFL), and all leagues affiliated with OCYFL, that the use of artificial noise-making devices is strictly prohibited at all OCYFL events and facilities.

Prohibited Devices

Artificial noise makers include, but are not limited to:

- Air horns
- Whistles
- Cowbells
- Megaphones
- Electronic or amplified noise devices
- Any device intended to create excessive or disruptive noise

Rationale

Excessive noise poses a safety concern for athletes, coaches, referees, and spectators by interfering with communication and focus. While NYSPHSAA allows site-based discretion, OCYFL has adopted a uniform league-wide policy to ensure consistency across all member towns.

Enforcement

- The home team League President or designee is responsible for addressing violations
- The spectator must be asked to stop immediately
- Failure to correct the issue promptly may result in a sideline penalty assessed against the offending team
- Any individual who continues to use a noise-making device after being instructed to stop will be required to leave the premises

This policy is enforced to maintain a safe, respectful, and sportsmanlike environment at all OCYFL events.



Section IX Athletics

Robert Thabet, Executive Director

Spectator Code of Conduct

Section IX Athletics recognizes the importance of behavior and personal character in our student athletes. As such, we ask our spectators to:

1. Demonstrate a high degree of sportsmanship.
2. Show team support by making only positive comments.
3. Show respect for the judgment of coaches, officials, and referees.
4. Acknowledge fields, courts and equipment as the player's domain during contests.
5. Monitor the safety of children in the bleachers and stands.
6. Respect the law. All public schools and Section IX venues are smoke-free, substance free environment.
7. Athletic contests home, away or at a neutral site are an extension of the classroom. Therefore, all school rules are in effect.
8. Spectators will respect and obey all school officials, supervisors and site personnel at contests.
9. There will be no ringing of bells, sounding of horns, or other noise makers at indoor contests.* Outdoor use will be at the discretion of the site personnel.

*This does not apply to spirit groups including school approved pep bands or cheerleaders.
10. The throwing of debris, confetti, or other objects from the stands is prohibited. Offending individuals will be asked to leave the premises.
11. Exceptions to this behavior will lead to ejection from the event.

Please note that individual schools may have more stringent policies.

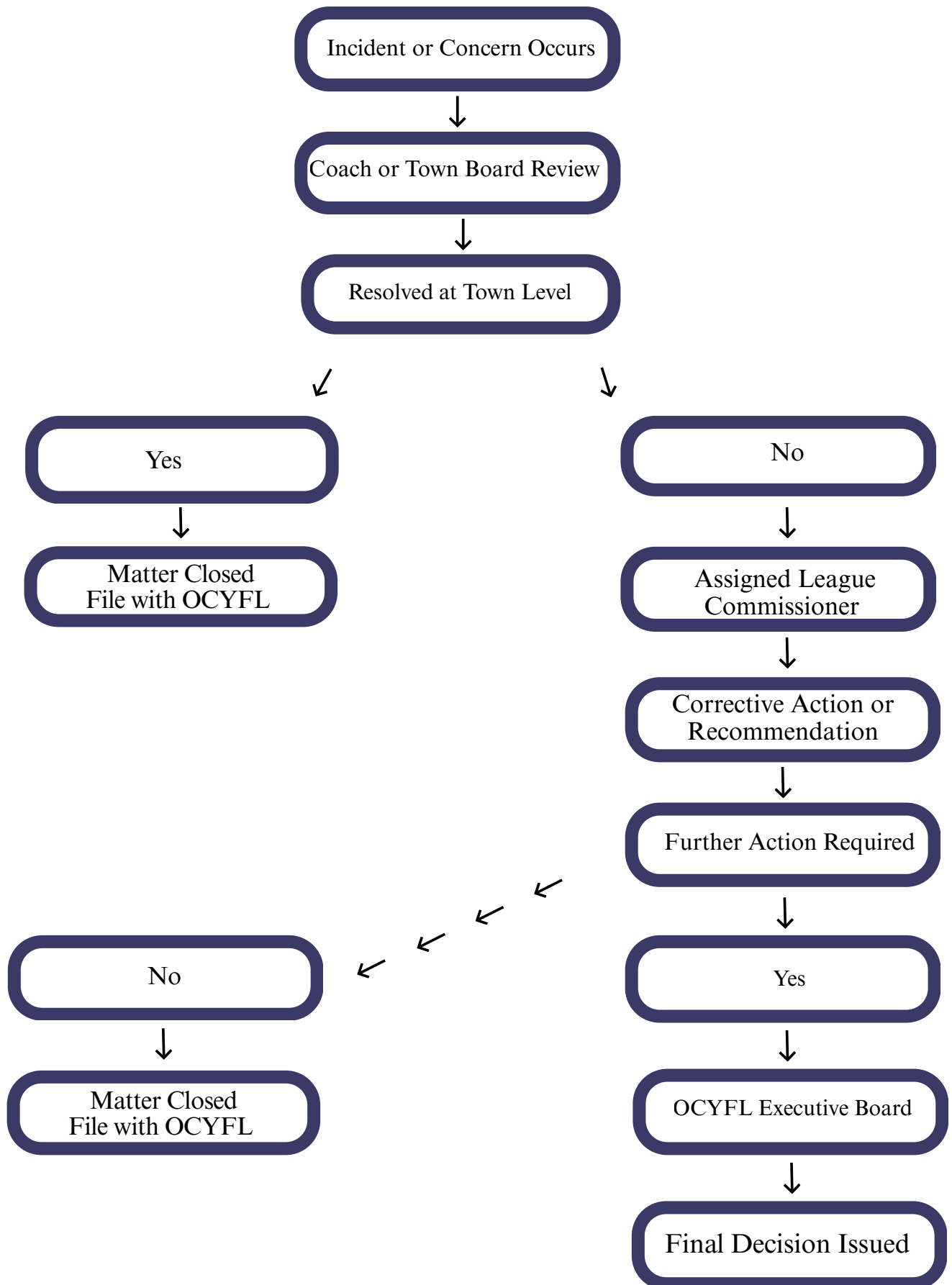
Section IX Athletics | 53 Gibson Road | Goshen, NY 10924 | Phone: (845) 294-5799 | Fax: (845) 291-7306

Web site: <http://www.sectionixathletics.org>

<https://www.sectionixathletics.org/documents/spectator%20code%20of%20conduct.pdf>

Discipline & Appeals Flowchart

This process ensures fairness, consistency, and due process for all participants



Incident Reporting Protocol

The Orange County Youth Football League (OCYFL) is committed to maintaining a safe, respectful, and sportsmanlike environment for all participants, including athletes, coaches, officials, volunteers, and spectators. This Incident Reporting Protocol establishes a standardized process for submitting, reviewing, and resolving game-related incidents in a timely and fair manner. (Form is included in the forms section of this handbook)

Reportable Incidents

Incidents may include, but are not limited to:

-
- Unsportsmanlike conduct
- Verbal or physical altercations
- Harassment or abuse
- Spectator misconduct
- Violations of league rules or policies
- Safety concerns occurring during games or league events

Incident Submission Requirements

- All incidents must be submitted in writing using the official OCYFL Incident Report Form
- Reports may be submitted by:
 - Coaches
 - Game officials
 - League or town representatives
- Incident reports must be submitted no later than Monday at 6:00 p.m. following the game weekend

Late Submissions:

Reports submitted after the deadline will not be considered, unless exceptional circumstances are reviewed and approved by the OCYFL Executive Board.

Review & Resolution Timeline

Initial Review & Notification

- Upon receipt, the incident report will be reviewed by the Incident Coordinator or a designated OCYFL Board Member
- The report will then be forwarded to the town or team named in the report for an official response

Response from Named Town or Team

- The named town or team must submit a written response
- Responses must be received no later than Wednesday at 6:00 p.m. following the initial submission deadline

Failure to respond within the required timeframe may result in the incident being reviewed based solely on the original report.

Executive Board Review

- After the response is received, the original incident report and written response will be distributed to all OCYFL Executive Board members
- The Executive Board will review the materials and conduct a discussion and vote
- Review may take place:
 - Electronically, or
 - During a scheduled meeting, if deemed necessary by the Board

Final Decision & Communication

- A final determination will be made no later than Friday at 6:00 p.m. of the same week
- The outcome will be communicated via email to:
 - The original reporting town or team
 - The responding town or team

Any disciplinary actions, sanctions, or recommendations will be clearly outlined in the communication.

Authority & Finality

All decisions rendered by the OCYFL Executive Board regarding incident reports are final and binding, unless otherwise stated in league bylaws or disciplinary policies.

Official Incident Reports can be found in the forms section of this handbook

Injury Report Protocol

Injury Report Submission Requirements

- Injury reports must be completed by a town representative or coach
- Reports must be submitted in writing using the official OCYFL Injury Report Form
- All injury reports must be submitted to OCYFL within one (1) calendar day of the injury
- Reports are required for record keeping, insurance, and safety monitoring purposes

Failure to submit an injury report within the required timeframe may result in disciplinary action.

Documentation & Record Keeping (Form is included in the forms section of this Handbook)

- Injury reports will be reviewed and retained by OCYFL for:
 - League records
 - Insurance documentation
 - Safety review and trend monitoring
- Submitted reports do not replace medical clearance requirements for return to play

Confidentiality

All injury reports will be treated as confidential medical information and handled in accordance with applicable privacy standards.

OCYFL DISCIPLINARY STRUCTURE

(Players, Coaches, Parents, Spectators, Volunteers)

PURPOSE

The purpose of the Orange County Youth Football League (OCYFL) discipline structure is to promote a safe, respectful and sportsmanlike environment for all participants.

Discipline within the OCYFL shall be progressive, and administered in accordance with NYS youth sports laws, regulations and recognized best practices. This structure is designed to ensure accountability, protect the well-being of athletes, coaches, officials, volunteers and spectators, and maintain transparency and integrity throughout all disciplinary actions for everyone involved in the league.

AUTHORITY

Disciplinary actions may be initiated by:

- Game Officials
- League Officers
- Town Directors
- Event Staff
- OCYFL Board of Directors

The OCYFL Board retains final authority on suspensions and expulsions.

LEVELS OF DISCIPLINE

LEVEL 1 – VERBAL WARNING

Purpose: Correct minor or first-time behavior issues

Examples:

- Unsportsmanlike comments
- Failure to follow sideline or spectator rules
- Minor coach or parent misconduct
- First uniform or procedural violation

Process:

Verbal warning issued by an official or league representative

Documented by the town or league

LEVEL 2 – WRITTEN WARNING

Purpose: Address repeated or more serious violations

Examples:

- Repeated Level 1 violations
- Disrespect toward officials or staff
- Sideline interference
- Inappropriate language
- Failure to comply with league directives

Process:

Written notice provided to the individual and town

May include probationary status

Further violations escalate automatically

LEVEL 3 – FINES

Purpose: Deter continued misconduct and hold adults accountable

Applicable To:

- Coaches
- Town Programs
- ⚠️ Players shall NOT be fined

Examples:

- Repeated unsportsmanlike conduct
- Failure to leave venue when directed
- Unauthorized practice or participation
- Equipment or safety violations
- Use of ineligible player/cheerleader

Fine Schedule:

- First Fine: \$50
- Second Fine: \$100
- Third Fine: \$250

Rules:

Fines must be paid before further participation

Towns may be held financially responsible for unpaid fines

LEVEL 4 – SUSPENSION

Purpose: Remove individuals whose behavior threatens safety or integrity

Examples:

- Profanity directed at officials or youth
- Physical intimidation or threats
- Ejection from a game or event
- Multiple written warnings or fines
- Violations of safety rules (including stunting or equipment)

Suspension Types:

- Game Suspension (1 or more games)
- Practice Suspension
- Season Suspension

Rules:

- Suspended individuals may not attend games or practices
- Suspension length determined by OCYFL Board
- No refunds issued for suspended participants

LEVEL 5 – EXPULSION

Purpose: Protect participants and league integrity

Examples:

- Physical assault or fighting
- Threats of violence
- Repeated serious violations
- Substance abuse at league events
- Discrimination, harassment, or bullying
- Failure to comply with suspension terms

Consequences:

- Immediate and permanent removal from OCYFL
- Banned from all OCYFL-sanctioned events and facilities
- Notification to all towns
- Law enforcement involvement if warranted

Appeal:

- Expulsion decisions may be appealed in writing within 7 days
- OCYFL Board decision is final

AUTOMATIC SUSPENSION / EXPULSION

The following may result in immediate suspension or expulsion without progressive steps:

- Physical contact with an official
- Threatening a child, official, or coach
- Entering the field of play without permission
- Possession of alcohol, drugs, or weapons
- Disregarding safety directives

APPEALS PROCESS

- Appeals must be submitted in writing within 5–7 days
- Individual may not participate during appeal
- Board review is final

DISCIPLINE TRACKING

- All disciplinary actions shall be documented
- Records maintained by the league
- Repeat offenses carry over season-to-season

GOOD FAITH & SAFETY CLAUSE

“The OCYFL reserves the right to impose discipline beyond this structure when necessary to protect the safety and integrity of the league.”