

Dale City Sports Club

BYLAWS

(As of October 5, 2015)

www.dalecitysportsclub.org



TABLE OF CONTENTS

PART I NAME, PURPOSE, MEMBERSHIP, MANAGEMENT, LEAGUE OFFICERS, DIVISIONS AND FEES	7
(A) NAME.....	7
(B) PURPOSE.....	7
(C) MEMBERSHIP.....	7
1. PARTICIPANT MEMBER	7
2. ADULT MEMBER.....	7
3. HONORARY MEMBER.....	8
4. TRUSTEE MEMBER	8
(D) MANAGEMENT	8
1. THE EXECUTIVE BOARD	8
a. PRESIDENT.....	8
b. VICE-PRESIDENT	8
c. SECRETARY.....	8
d. TREASURER	8
e. FOOTBALL COMMISSIONER	9
f. CHEERLEADING COMMISSIONER.....	9
2. ADVISORY BOARD	9
a. EQUIPMENT MANAGER	9
b. PLAYER AGENT	10
c. CONCESSIONS SUPERVISOR	10
d. WAYS AND MEANS SUPERVISOR	10
e. SPONSORSHIP MANAGER	10
f. PUBLIC RELATIONS DIRECTOR	10
g. MARKETING DIRECTOR	11
h. WEBSITE DIRECTOR.....	11
i. ASSISTANT CHEERLEADING COMMISSIONER.....	11
j. CHEERLEADING UNIFORM MANAGER	11
k. AD-HOC.....	11
(E) LEAGUE OFFICERS	11

1. HEAD COACHES	12
2. ASSISTANT COACHES.....	12
3. TEAM COORDINATORS.....	12
4. PLAYERS AND CHEERLEADERS.....	12
(F) MEETINGS	12
1. NOTICE OF ANNUAL MEETINGS	12
2. FOOTBALL COACHES MEETINGS	12
3. CHEERLEADING COACHES MEETINGS	12
(G) ELECTIONS	13
1. DIRECTOR OF ELECTIONS	13
2. NOMINATIONS	13
3. VOTING MEMBERS AND VOTING ELIGIBILITY	13
4. BALLOTING	13
5. TALLYING	13
(H) REMOVAL/RESIGNATION FROM BOARD.....	13
(I) DIVISIONS.....	14
(J) FEES	14
1. MEMBERSHIP FEE.....	14
2. REGISTRATION FEE	14
3. SPONSOR FEE	14
PART II DCSC GENERAL RULES	15
(A) RULES OF ORDER.....	15
(B) QUORUM	15
(C) AMENDMENTS.....	15
(D) BOARD POSITIONS.....	15
(E) AUDIT COMMITTEE.....	15
(F) CONDUCT OF VOLUNTEERS	15
(G) TEAM COMPOSITIONS	16
(H) AREAS	16
1. RETURNING PLAYERS	16
2. PARENT COACHES	16
3. MAXIMUM CAPACITY.....	16
4. WAIVERS	16

5. TEAM NAME/COLORS	16
(I) SIBLINGS.....	17
PART III DCSC CHEERLEADING RULES	17
(A) GENERAL.....	17
(B) CHEERLEADING COACHES	17
(C) PRACTICES	17
(D) AGE	18
(E) TEAM ASSIGNMENT	18
1. RETURNING CHEERLEADERS	18
2. CHEERLEADER REMOVAL/RESIGNATION	18
(F) COMPETITION	18
1. SPECIAL PRACTICE	18
2. MUSIC.....	18
(G) UNIFORMS.....	18
(H) FIELD RULES.....	19
PART IV DCSC FOOTBALL RULES	19
(A) GENERAL.....	19
(B) SCHEDULE	19
(C) TEAM DIVISIONS	19
(D) TEAM ROSTER	19
(E) COACHES.....	19
(F) PHYSICAL.....	20
(G) PLAYING RULES	20
1. OFFICIAL GAMES	20
2. AGE OF PLAYERS.....	20
3. IDENTIFICATION CARDS	20
4. WEIGHT	21
5. ROSTERS	21
6. CHILDREN OF HEAD COACHES	21
(H) EQUIPMENT.....	21
1. REQUIRED AND SUPPLIED BY DCSC	21
2. REQUIRED AND NOT SUPPLIED BY DCSC	21
3. GAME JERSEY	21

4. GAME BALLS.....	22
5. HOME TEAM.....	22
6. FIRST AID EQUIPMENT.....	22
7. ACCEPTED EQUIPMENT.....	22
(I) PRACTICES.....	22
1. LOCATIONS.....	22
2. TIMES	22
3. FIELD RULES.....	22
4. SCRIMMAGES	22
(J) GAMES.....	23
1. TIME OF PERIODS.....	23
2. NUMBER OF COACHES	23
3. COACHES APPAREL.....	23
4. EQUIPMENT CHECK.....	23
5. RECORDING GAME SCORES	23
6. POSTPONEMENT OF GAMES.....	23
7. 8-PLAY RULE	23
(K) TEAM STANDINGS.....	23
(L) NATIONAL HIGH SCHOOL FEDERATION RULES	24
1. SCORING OF POINTS	24
2. JERSEY NUMBERS.....	24
3. JERSEY CHANGES.....	24
4. TIED SCORE.....	24
5. MODIFIED COMPETITION RULE	24
6. FREE PUNTS AND KICKS.....	24
(M) INSTRUCTIONAL DIVISION.....	24
(N) CONDUCT	25
(O) PROTESTS	26
(P) PENALTIES.....	27
1. OVER-AGE PLAYER.....	27
2. ILLEGAL PLAYER.....	27
3. UNOFFICIAL PLAYER	27

APPENDIX	28
(A) VOLUNTEER APPLICATION.....	29
(B) COACH'S APPLICATION.....	30
(C) BOARD OF DIRECTOR'S APPLICATION	31
(D-1) PARENTS CODE OF CONDUCT	32
(D-2) PLAYERS/CHEERLEADERS CODE OF CONDUCT	33
(E) COACHES CODE OF CONDUCT	34
(F) MEDICAL AUTHORIZATION FOR THE TREATMENT OF A MINOR FORM	35

PART I

Name, Purpose, Membership, Management, League Officers, Divisions and Fees

(A) NAME

The name of this organization is the Dale City Sports Club, Inc. (DCSC). The DCSC is a non-profit corporation, within the meaning of the rules, regulations, and statutes of the Commonwealth of Virginia and the United States Government. All revenues earned, collected and dispensed by the DCSC shall be approved by the Board of Directors of the corporation or as provided in the Bylaws.

(B) PURPOSE

The sole purpose of the DCSC is to provide the youth of the community (Prince William County) with organized, adult-supervised, healthy athletic programs. In doing so, this organization will constantly promote the ideals of fellowship, community spirit, good sportsmanship and fair play while ensuring that proper training, instruction; safety and equipment are provided to the participants.

(C) MEMBERSHIP

Membership in the DCSC consists of four classes listed below. All members are volunteers with the exception of contracted sports officials (referees). No Members or Club Officers are paid for their services. Any resident of Prince William County, who meets the fee requirements listed elsewhere in these Bylaws, may apply for membership. All members are responsible for reading, understanding and abiding by the Player/Cheerleader Code of Conduct (APPENDIX D-2), Parent's Code of Conduct (APPENDIX D1) and/or Coaches Code of Conduct (APPENDIX E).

There will be no use of alcohol or tobacco products by any members (Coaches, players/cheerleaders, spectators, etc.) at any game or practice site. If the individual refuses to cooperate, the DCSC Board of Directors will warn him/her that failure to comply with this rule will result in disciplinary action.

1. Participant Member: Is a minor resident between the ages of five and 12 (unless otherwise approved by the Board of Directors). Participant Members (which include players and cheerleaders) are not allowed to vote on any matters pertaining to the DCSC nor are they allowed to participate in any athletic activity until they meet all the requirements established by the appropriate sport.

2. Adult Member: Is an adult (at least 18 years of age) parent or guardian of any Participant Member, or who volunteers to assist in furthering the goals of the DCSC and agrees to abide by the principles, rules and Bylaws of the organization. Adult members are entitled to one vote (per family membership) in the election of the Board of Directors and any other issue proposed to the General Membership. All volunteer members who wish to fill a DCSC position (Coach, Assistant Coach, Team Coordinator) must submit a complete DCSC Coaching Application (APPENDIX B) or DCSC Volunteer Application (APPENDIX A).

Any member who is interested in a Board of Directors' position must submit a DCSC Board of Directors Application (APPENDIX C) and additional information as requested by the Executive Board.

3. Honorary Member: The Board of Directors, at its discretion, may elect a non-voting Honorary Member, regardless of age, who is not an active member of the organization. Such appointed residents shall be entitled to attend and participate in meetings of the DCSC, but their presence or absence shall not be counted toward the determination of a quorum.

4. Trustee Member: Is an adult DCSC volunteer with eight (8) consecutive years of Honorable Service, as a DCSC Executive Board Member or Head Coach. A list of qualifying members shall be kept current in the DCSC club archive. Such appointed resident shall be entitled to attend and participate in meetings of the DCSC, but their presence or absence shall not be counted toward the determination of a quorum. Trustee Members shall have one vote in all matters pertaining to the DCSC.

(D) MANAGEMENT

Overall management of the DCSC is vested in a Board of Directors which consists of all club officials, both elected and nominated. The Board of Directors listed below is elected at a meeting of the General Membership. Notice of such meetings shall be given at least ten (10) days prior, but no more than sixty (60) days prior to the scheduled meeting date. All members of the Board of Directors shall ensure that all league participants (adults and minors) follow the established rules and procedures of the DCSC and are empowered to have unruly members or other onlookers ejected from the league premises (club house, practice or game fields, any club related activity).

1. Executive Board: Consisting of the President, Vice-President, Secretary, Treasurer and Commissioners will develop, approve and, as necessary, amend the operating Bylaws of the club. All Executive Board members are elected, and are entitled to one vote each, with the exception of the President who only votes in the event of a tie. The term of office for the Executive Board shall be two years, or upon the election at an annual meeting, without restriction upon the number of terms a Director may serve.

a. President: The President shall serve as Chief Executive Officer of the DCSC. Except to break a tie vote, the President does not vote on Club matters. With the approval of the Executive Board, the President serves as primary Spokesperson for the DCSC. The President is only allowed to coach a team in the Instructional Division of the DCSC.

b. Vice-President: In the absence or disability of the President, the Vice-President shall have the power to act as the President in all matters defined within these Bylaws and Rules. The Vice-President will perform other duties as assigned by the President. The Vice-President shall have one vote in all matters pertaining to the DCSC.

c. Secretary: The Secretary shall maintain a permanent, accurate file of all records and documents of the DCSC, notify members of Board of Directors' meetings, record the minutes of all such meetings (including the names of all attendees) and maintain a master file of the DCSC membership. The Secretary shall have one vote in all matters pertaining to the DCSC.

d. Treasurer: The Treasurer will establish and maintain a checking account in the name of the DCSC. All checks issued for authorized expenses approved by the Board of Directors must be signed by the Treasurer. The Treasurer shall maintain an accurate accounting of all receipts and disbursements on behalf of the DCSC, prepare a written monthly financial report, which details the status of the checking

account and present it at the Board of Directors' meeting. At the end of the fiscal year, all financial records shall be turned over to the Secretary for inclusion in the permanent records of the DCSC. The Treasurer shall have one vote in all matters pertaining to the DCSC.

e. Football Commissioner: The Football Commissioner, with the approval of the Board of Directors, shall oversee all activities within the football program, including the inventory, and ordering and reconditioning of all equipment necessary for the operation of all divisions of the football program for the DCSC. The Football Commissioner will ensure that all teams are equipped with a game jersey that these Bylaws and Rules are followed by all participants and are especially charged with the responsibility of ensuring safe and healthy competition.

Football Commissioners shall preside at all football coaches meetings, nominate Head Coaches, form certifications classes for coaches, establish any necessary committees and appoint members to them (all of whom must be approved by the Board of Directors). In order to reserve sufficient practice and playing fields, the Football Commissioner must, early in their term, establish and maintain contact with the Prince William Parks and Recreation Department. The Football Commissioner will arrange for game officials (final decision on whether game officials are volunteers or contracted officials, can only be made by the Board of Directors). The Football Commissioner is not allowed to coach a team. The Football Commissioner may appoint a deputy to assist in coordinating division activities; however, the said deputy must be voted on and approved by the Board of Directors. The Football Commissioner and said deputy shall have one vote in all matters pertaining to the DCSC.

f. Cheerleading Commissioner: The Cheerleading Commissioner shall oversee all activities within the cheer-leading program. The Cheerleading Commissioner shall ensure that these Bylaws and Rules are followed by all participants and is especially charged with the responsibility of ensuring safe and healthy competition. Cheerleading Commissioners shall preside at all cheerleading coaches meetings, nominate Head Coaches, form certification classes for all coaches, and establish any necessary committees and appoint committee members (all of whom must be approved by the Board of Directors).

The Cheerleading Commissioner must ensure that all Cheerleading Coaches work hand in hand with the Head Football Coach, for which team they are cheering. The Cheerleading Commissioner shall work hand in hand with the Football Commissioner. The Cheerleading Commissioner may appoint a deputy to assist in coordinating division activities; however, said deputy must be voted on and approved by the Board of Directors. The Cheerleading Commissioner is not allowed to coach a team. The Cheerleading Commissioner shall have one vote in all matters pertaining to the DCSC.

2. Advisory Board: Consisting of the Equipment Manager, Player Agent, Ways and Means, Concession Supervisor, Sponsorship Manager, Uniform Manager, Assistant Cheer Commissioner, Public Relations Director, Marketing Director, Website Director and the Ad-Hoc filled position will assist the Executive Board in developing the Bylaws and Rules of the DCSC. All Advisory Board Members are entitled to one vote each with the exception of any Ad-Hoc positions, which shall have no vote in any matters pertaining to the DCSC.

a. Equipment Manager: The Equipment Manager, with the Board of Directors approval, shall maintain the equipment necessary for the operation of all divisions of the football program for the DCSC, report to the Board of Directors all anticipated equipment requirements for the entire year, form any such committees deemed necessary (upon approval of the Board of Directors) for ensuring proper placement

of field equipment and lining of the game fields. The Equipment Manager is responsible for notifying each Coach of their responsibility to ensure each participant on their team returns his/her equipment to the DCSC club house at the end of the playing season. The Equipment Manager shall have one vote in all matters pertaining to the DCSC.

b. Player Agent: The Player Agent for the DCSC is responsible for promoting parity among the Leagues and following guidelines set forth in these Bylaws and Rules. The Player Agent shall ensure all player participants are assigned to their appropriate teams (fully aware that situations requiring exceptions to these rules may occur) and assist the Football and Cheerleading Commissioners in any attempt to settle any conflict(s) to the satisfaction of all league Coaches. Any conflict(s), which cannot be agreed upon by the Coaches, shall be referred to the Board of Directors for resolution. The Player Agent shall have one vote in all matters pertaining to the DCSC.

c. Concessions Supervisor: The Concessions Supervisor is responsible for picking up all items that is for Concessions. He/she will be required to contact the team that has concession duty for the following week. The Concessions Supervisor will need to devise methods to raise a sufficient amount of funds to aid in the operation of the DCSC. By July 1st, the Concession Supervisor will submit to the Board of Directors, a comprehensive program which details the anticipated income for concessions.

All funds shall be delivered to the DCSC Treasurer or appointed board member upon receipt. The Concession Supervisor may form a committee to aid in the performance of their duties (such committees must be approved by the Board of Directors). The Concession Supervisor will perform such other duties as assigned by the President. The Concession Supervisor shall have one vote in all matters pertaining to the DCSC.

d. Ways And Means Supervisor: The Ways and Means Supervisor is responsible for devising methods to raise a sufficient amount of funds to aid in the operation of the DCSC. By July 1st the Ways and Means Supervisor will submit to the Board of Directors, a comprehensive program which details the anticipated income from all planned sources, a minimum of two league fund raisers. All funds shall be delivered to the DCSC Treasurer upon receipt. The Ways and Means Supervisor may form a committee to aid in the performance of their duties (such committees must be approved by the Board of Directors). The Ways and Means Supervisor will perform such other duties as assigned by the President. The Ways and Means Supervisor shall have one vote in all matters pertaining to the DCSC.

e. Sponsorship Manager: The Sponsorship Manager shall obtain private and/or public sponsorship for the DCSC, to include accountability for individual teams. The Sponsorship Manager will collect sponsorship fees, donations, etc., that are set by the Board of Directors from each team and provide a list of Sponsors to the Public Relations Director and Website Director for acknowledgement. All funds shall be delivered to the DCSC Treasurer upon receipt. The Sponsorship Manager shall have one vote in all matters pertaining to the DCSC.

f. Public Relations Director: The Public Relations Director is responsible for all communication and information sources utilized by the DCSC, establish and maintain contact with entities (school, county, news, media, other sports organizations, etc.), as is necessary to operate, publicize and promote the DCSC and its functions, and, at all times, endeavor to foster a wholesome, progressive and effective reputation for the DCSC within the community. The Public Relations Director shall have one vote in all matters pertaining to the DCSC.

g. Marketing Director: The Marketing Director directs DCSC's overall marketing and strategic planning programs, and corporate communications. Develop publications for the print medium and the Web. Support and facilitate development and implementation of all DCSC events. Provide booth staffing for special events. The Marketing Director shall have one vote in all matters pertaining to the DCSC.

h. Website Director: The Website Director shall maintain the website and keep current weekly updates. He/She is responsible for posting of emergency cancellations as directed by the Executive Board. The Website Director shall have one vote in all matters pertaining to the DCSC.

i. Assistant Cheerleading Commissioner: The Assistant Cheerleading Commissioner will assist the Cheerleading Commissioner in all operations of the cheerleading program. He/she will be responsible for training and verification of NYSCA certification of all cheerleading head coaches and assistant coaches. He/she will attend all Cheerleading Coaches meetings and scheduled events. In addition to all other duties assigned by the Cheerleading Commissioner, the Assistant Cheerleading Commissioner will serve as a member of the Advisory Board. In the absence of an elected Cheerleading Commissioner, the Assistant Cheerleading Commissioner cannot coach a team but shall have one vote in all matters pertaining to the DCSC.

j. Cheerleading Uniform Manager: The Cheerleading Uniform Manager shall be responsible, together with the Cheerleading Commissioner, to select, negotiate the purchase price of, and order cheer uniforms, pom-poms, shoes and camp wear. He/she shall be responsible for the fitting of the cheerleaders as well as the maintenance of used cheer uniform items. He/she will attend all Cheerleading Coaches meetings and schedule events. In addition to all other duties assigned by the Cheerleading Commissioner, the Cheerleading Uniform Manager shall have one vote pertaining to all DCSC matters.

k. Ad-Hoc: The Board of Directors may create any other Committees as required during the course of the year. Ad-Hoc Committee Members shall not have a vote in any matters pertaining to the DCSC.

(E) LEAGUE OFFICERS

1. Head Coaches: The Head Coaches are the most important officials of the DCSC because they have daily personal contact with the community's children and by definition and tradition, serve as important role models and character builders. To be nominated as Head Coach, individuals must be at least 21 years of age, have at least one year's experience coaching the particular sport, either as a Head or Assistant Coach either with the DCSC or another sports club and must submit a completed Coach's Application (APPENDIX B) and a completed criminal background check to the DCSC Board of Directors every two years. Providing their completed application is submitted by the announced deadline, Head Coaches, REAPPOINTED from the previous season, shall be granted the right to coach the team they previously coached. Previous Head Coaches who apply late will not be guaranteed the right to coach their old teams. While they shall not have "return rights", Assistant Coaches, when recommended by their departing Head Coaches, shall be afforded first consideration for Head Coach positions. If the Assistant Coach is not recommended by the departing Head Coach, declines to accept the position, or is not approved by the Board of Directors, other eligible coaches may apply. First consideration will be given to applicants who meet the DCSC coaching requirements and who served at least one year

(season) as a Head or Assistant coach of the specific team. Coaching Ability, Meeting Attendance, Ability to Recruit, DCSC Seniority, Organization Ability and Parental Relations, all shall be considered. Other specific duties and responsibilities appear in the playing rules.

2. Assistant Coaches: As necessary, Head Coaches may appoint Assistant Coaches (up to 4 for Football, 1 for Cheerleading) who are at least 18 years of age, to assist in directing the teams and must submit a completed Coach's Application (APPENDIX B) and a completed criminal background check to the DCSC Board of Directors every two years.

3. Team Coordinators: Coaches may appoint one male and one female adult to assist in team operation; (banquets, trophies, phone trees, etc.). Team Mothers and Fathers must submit a completed volunteer application and sign the Parents Code of conduct (APPENDIX D-1), along with a completed criminal background check to the DCSC Board of Directors every year.

4. Players and Cheerleaders: Are required to read and sign the Player/Cheerleader Code of Conduct. (APPENDIX D-2)

(F) MEETINGS

Board of Directors meetings are at the discretion of the Executive Board. They will normally be called at least once a month. At the busy time of the year — i.e., just prior to the season and at budget time — meetings can be scheduled as frequently as needed. Special meetings will follow the agenda set forth by the President and Vice President. The Board of Directors reserves the right to go into executive session at its discretion. Participation in the executive sessions shall be limited to the Executive Board.

1. Notice of Annual Meetings: Notice to all members eligible to vote in annual meetings shall be made by email or writing no less than 10 days before the scheduled date of the meeting. The meeting notice shall include no less than the date, location, time, list of Board of Directors offices, the total number of eligible voting members, and nominees, and the election procedures included herein. Annual meetings are open to the public and will be listed on the DCSC website. If the meeting is adjourned to another time and place, it shall not be necessary to provide additional notice, if the time and place of the new meeting has been announced prior to adjournment.

2. Football Coaches Meetings: Meetings are at the discretion of the Football Commissioner, except, they will normally be called at least once each month. Just prior to the season beginning, playoff and Championship times — meetings can be scheduled as frequently as needed. Special meetings can also be called at the request of at least one-third of the football coaches. At least two Board of Directors Members should attend all meetings.

3. Cheerleading Coaches Meetings: Meetings are at the discretion of the Cheerleading Commissioner, except they will normally be called at least once a month. Just prior to the season beginning, and performances — meetings can be scheduled as frequently as needed. Special meetings can also be called at the request of at least one-third of the cheerleading coaches. At least two Board of Directors Members should attend all meetings.

(G) ELECTIONS

1. Director of Elections: By no later than December 15th of each year, the Board of Director shall select one of its members or officers to serve as the temporary Director of Elections, whose service shall terminate upon completion of the election at the annual meeting. Duties of the Director of Elections will be to record qualified nominations, prepare ballots, tally ballots, and otherwise conduct all aspects of the election as set forth below.

2. Nominations: Nominations to the Board of Directors may be made by eligible and qualified members (as defined in Section F-2). Nominations for the Board of Directors may be received by a current executive board member or Director of Elections only. The Director of Elections shall be notified of such nominations prior to the next scheduled Board of Directors meeting. The Director of Elections shall maintain the list of nominations as necessary for the purposes of the meeting notice and ballot preparation. Nominations must be received no later than midnight the day prior to the annual meeting or early time/date publish by the Director of Elections. If no nominations are received for an office, that position will not be on the ballot. The procedure for filling vacancies will be followed per (Section D).

3. Voting Members and Voting Eligibility: In league elections, all Board of Directors members, and current coaches are voting members and are eligible for one vote per person. All DCSC adult members are eligible for one vote per family. For the purpose of voting eligibility in league elections, "current coaches and adult members" are defined as all DCSC approve coaches and adult members who remained "good standing" with the league during the preceding football season. No proxies shall be permitted for the annual election meeting.

4. Balloting: The Director of Elections shall prepare one ballot that includes all Executive Board offices and all qualified nominees for each office, in the same order as included in the notice of Annual Meeting and Elections. Eligible voting members same be presented with one ballot. A simple majority of votes cast, for each board position, constitutes election. If more than two nominations are received for the same position resulting in no nominee receiving a majority, then a second ballot shall be prepared without the nominee who received the least votes in the first ballot. This process shall be repeated until a majority vote is attained. In the event a position has only one nominee, and that nominee does not receive a majority vote, the nominee is not elected and the position will remain vacant and Section D shall apply.

5. Tallying: The Director of Elections will collect ballots, secure them, tally the votes, and report the results to the Board of Directors. In the event of a contested races, the Director of Elections may appoint two tellers to observe the tally.

(H) REMOVAL/RESIGNATION FROM BOARD

Any member of the Board of Directors who, without good cause shall miss three consecutive regular meetings; or more than one-half of the meetings during a business year; or fails to abide by the principles, Bylaws or Rules of the DCSC, may be removed from the Board of Directors. Upon approval of two-thirds of the Board of Directors present and voting, the position shall be declared vacant and the incumbent will be notified by phone within 24 hours; and in writing within 30 days of the action. The

Board of Directors will then appoint a new volunteer to serve out the remainder of the term. Any Board Member who wishes to resign from their position, must do so in writing.

(I) DIVISIONS

Four separate divisions (specific areas of competition and/or participation) are established under the direction of the DCSC Board of Directors. Each division will be governed by these Bylaws and Rules. Other divisions can be developed as needed once approved by the Board of Directors.

(J) FEES

The DCSC functions on a fiscal year basis. The fiscal year begins on January 1, and runs through December 31 for the following year. The fees listed below comprise the primary source of funds for the organization.

1. Membership Fee: Set annually by the Board of Directors, will be collected from all DCSC members, participants and adults. This fee will entitle members to full membership in the DCSC for the entire fiscal year in which it is paid. This fee is nonrefundable.

2. Registration Fee: Separate from the membership fee listed above, shall be set annually by the Board of Directors for each sport and division. This fee is primarily used for equipment/uniform purchases, and entitles the member to participate in activities for the season during which it is paid. Once paid, registration fees can be refunded, upon written request, under the following conditions:

a. Injury: In the case of an injury that makes it impossible or imprudent for the participant to continue in the activity (but not allowable after the first regularly scheduled game has begun)

b. Equipment: Before equipment/uniform has been issued to participants.

3. Sponsor Fee: Four types of Sponsor Fees are set annually by the Board of Directors, which will be solicited from local businesses and organizations.

a. Club Sponsor Fee: Will be collected from organizations that agree to support club-wide activities of the DCSC.

b. Team Sponsor Fee: Will be collected from organizations agreeing to support individual teams in the league. These funds are primarily used to purchase uniforms.

c. Participant Sponsor Fee: Will be collected from organizations agreeing to support an individual participant in the league. These funds are primarily used to pay registration/membership fees.

d. Team Insurance Sponsor Fee: Will be collected from organizations that support individual teams in the league, funds are primarily used for team insurance.

PART II

DCSC GENERAL RULES

(A) RULES OF ORDER

Except where specifically prescribed by these Bylaws, Robert's Rules of Order, Revised, shall govern the conduct of all meetings held by the DCSC.

(B) QUORUM

At any regular or special meeting of the Board of Directors, a bare majority of the Board will constitute a quorum for the conduct of ordinary business and a valid vote. To amend these Bylaws and Rules, a quorum must consist of two-thirds of the Board of Directors. Board Members may furnish other Board Members with their written proxy vote, (proxies will count toward constituting a quorum).

(C) AMENDMENTS

Any proposed amendment to these Bylaws must be submitted in writing to the Secretary and forwarded to the Board of Directors and to any one whom it applies. The proposed amendment will then be considered for adoption at the next regularly scheduled meeting of the Board of Directors. A proposed amendment must be processed to completion, whether adopted or not, within 45 days after it was received by the DCSC Secretary. Two-thirds of the voting board members present must approve the proposed amendment before it is adopted. Approved Amendment shall be executed, and a new set of By-Laws completed, and filed with the permanent records with the State of Virginia Corporation Commission.

(D) BOARD POSITIONS

At any time a Board position is available the existing Board will appoint a qualified individual to fill that position. Applications that may be on file for said positions will be brought before the Board for review. All DCSC Advisory Board members are appointed by the currently functioning Board.

(E) AUDIT COMMITTEE

Prior to April 30 of each year, the Treasurer, Secretary, Vice-President, President, a member from the Advisory Board, and one non-club official, will audit the Club's financial records and report its conclusions to the Board no later than the first board meeting in May.

(F) CONDUCT OF VOLUNTEERS

DCSC volunteers will at all times, conduct themselves so as to set an example of good sportsmanship and fair play to the participants and spectators. The use of obscene language, derogatory remarks about individuals participating in the programs, extreme displays of anger, engaging in heated, prolonged disputes with Coaches, Board Members, or Game Officials, or badgering the club name, are examples of conduct which are considered improper and grounds for disciplinary action, including removal from office. All DCSC volunteers are charged with policing practices and games at which they are present, to include asking parents and other spectators to assist. In addition, DCSC volunteers are charged with asking parents and other spectators to refrain from any actions which are considered disruptive or not in

concurrence with these guidelines and/or asking the individual(s) to leave the playing area. Where necessary, incidents concerning specific unruly or argumentative parents should be reported to the Board of Directors, who will present the club's feelings to the individual(s) in writing.

(G) TEAM COMPOSITIONS

Every effort will be made to promote parity and ensure a balance of ages and an equal number of players among teams. Also, except where allowed below, teams whenever possible will comprise players residing generally within the same geographical area as defined below. Coaches in each division shall be assigned one area from which to recruit (usually, the one in which they, themselves reside).

Coaches will not be allowed to recruit players residing in an area assigned to another coach. The only exceptions shall be documented in writing and approved by the Board of Directors prior to the beginning of league play.

(H) AREAS

Prince William County shall be divided into areas to facilitate the creation of teams, minimize confusion and possible conflicts among coaches, promote parity, and facilitate practice and transportation arrangements for parents. It must be remembered that these boundaries are liable to be altered considerably each season, and any questions or requests for interpretation should be directed to the Board of Directors. Notwithstanding the above, the Board of Directors will keep in mind that the DCSC will not deprive any otherwise eligible player from participating in its activities. A neutral area includes all player participants residing in areas not defined and coded on the map. These players will be assigned to teams by the Board of Directors with these exceptions:

1. Returning Players: Any player who played in a particular area the previous year shall have the option to return to the same team, regardless of whether or not he/she still resides in the team's area and providing he/she registers prior to the date set by the Board of Directors as the "return rights period" during the registration period. Those players not signing up during the "return rights period" will lose the right to return to their old team.

2. Parent Coaches: If a player's parent is nominated as head coach or assistant coach of another team in the same division, that player shall have the option of transferring to his/her parent's team.

3. Maximum Capacity: Whenever specific teams reach the maximum number of allowed players, the player will be assigned to a team which has not yet reached the maximum number and which is geographically closest to his area of residence.

4. Waivers: Waivers to play outside the area a participant resides in may be submitted in writing to the Board of Directors to review and either approve or deny. It is the goal of the DCSC that all teams in each geographical area exist under the same name and/or team colors to reduce the cost of jerseys and cheerleading uniforms.

5. Team Name/Colors: First consideration in selecting the team name and colors shall be given to the existing DCSC Head Coach with the most seniority in that specific geographical area. If more than one Head Coach with the same length of seniority exists, and/or there is an existing cheerleading team in that geographical area, each team will be allowed to retain its current name and/or colors until there comes such a time when a clear name and/or color change can be made. If the existing Head Coach

with the most seniority resigns and there are no cheerleading concerns to address, all teams will be named in accordance with the next Head Coach and team with the most seniority in that specific geographical area. In any event, a team name and/or color change must be approved by the DCSC Board of Directors. An up-to-date list of the existing areas will be maintained at the DCSC Clubhouse.

(I) SIBLINGS

Any eligible participant member may be assigned to a team on which his/her brother or sister participates.

PART III

DCSC CHEERLEADING RULES

(A) GENERAL

Overall direction of cheerleading activities is the responsibility of the Cheerleading Commissioner, who must work in close coordination with the Football Commissioner to ensure that their efforts are in accordance with the DCSC Bylaws and Rules. Likewise, the Assistant Cheerleading Commissioner and Cheerleading Coaches must work in concert with their football counterparts. In conducting division activities, the Cheerleading Commissioner may decide whether Assistant Commissioners are appointed; however, said assistant must be voted on and approved by the Board of Directors.

(B) CHEERLEADING COACHES

It is required that the Head Coach be at least 21 years of age and that Assistant Coaches be at least 18 years of age as of January 1st of the coaching season. It is the goal of the DCSC to have all Head Coaches and, at a minimum, 1 Assistant Coach (per team) attend a coaches clinic to certify them in the rules of the game, coaching fundamental techniques, cheerleading safety, care of injuries and leadership of children and young people to include the interpretation and enforcement of the DCSC rules and policies, the imposing of penalties for rule infractions and other incidental matters.

Returning Coaches must notify the Cheerleading Commissioner, by the start of registration, of their intent to return to the same team. If the Cheerleading Commissioner is not notified, the position may not be held. If a Coach resigns during the season, without reasonable cause and/or without notifying the Cheerleading Commissioner, there will be a one year (season) suspension of eligibility for said Coach.

DCSC will maintain submitted written compliments, complaints, or comments for all teams within the DCSC. The contents of these files, if any, shall be used to determine eligibility of applicants who submit coaching applications.

(C) PRACTICES

Cheerleading practices shall not exceed one 2-hour period per day, five days per week until school starts. Beginning the first week of school, the number of practices shall not exceed three days per week. Should Prince William County Schools let out early due to excessive heat, all outdoor practices will be cancelled.

(D) AGE

Generally, cheerleaders must meet the same age requirements as the team for which they cheer. There will be an age limit of 5-12 years of age (as of Jan 1st of the current year) unless otherwise stated in the DCSC Bylaws.

(E) TEAM ASSIGNMENT

Unless stated elsewhere in these Bylaws, Cheerleading participants will be assigned to teams according to their ages and area. Cheerleading squads will be limited to a maximum of 12 participants and a minimum of 6 participants ratio 1:12 per approved adult coach. If a Coach wishes to increase the size of the squad, the Coach will be required to have at least one approved Assistant Coach. Requests for exceptions to these rules must be submitted, in writing, to the Cheerleading Commissioner, who will present the matter to the Board of Directors. Final team rosters will be given to each Cheerleading Head Coach prior to the start of league practice.

1. Returning Cheerleaders: Returning Cheerleaders will have the option of requesting the same division squad. Please note: Returning Cheerleaders do not have assignment priority and may only be placed on the requested squad if space is available.

2. Cheerleader Removal/Resignation: If a Cheerleader resigns or is removed from the squad during the season, the Head Coach is required to submit a written explanation of the circumstances surrounding the resignation/removal of the Cheerleader to the Cheerleading Commissioner. Once the statement has been submitted to the Cheerleading Commissioner, the Coach is under no obligation to provide or include the Cheerleader in any end of the year activities. No Cheerleader will be removed from an assigned roster until such a removal has been approved by the Board of Directors.

(F) COMPETITION

Annual club events are usually held in the last week of October. It consists of 3 parts; a cheer, a dance routine and a stunt, all within 3 minutes or less. Trophies and/or other awards shall be ordered, only if brought before the Board of Directors for approval.

1. Special Practice: At the discretion of the Coach and in accordance with the DCSC Bylaws and Rules, special mandatory practices for competitions and/or performances may be scheduled. A Cheerleader may be suspended from competing and/or performing with the squad if said Cheerleader does not attend the majority of practices. In the event a Cheerleader is suspended, the Cheerleading Commissioner must be notified in writing.

2. Music: Use of music containing profanity and/or vulgarity, is strictly prohibited at any DCSC events or events where Cheerleaders represent DCSC.

(G) UNIFORMS

Outfitting a cheerleader is the most expensive single DCSC-related requirement for a parent. It is the parents' responsibility to provide the total amount due for the uniform prior to ordering or shipping of the merchandise. Parents will be provided with information regarding the final cost of the uniform. Uniforms should be standard throughout the DCSC and a type that can easily be customized to reflect the team colors. Also, team uniforms should change little if any, from year to year, thereby precluding

parents of returning cheerleaders from having to expend more money than is absolutely necessary. The best time to make a major change would be when a squad has few or no returnees from the previous season.

(H) FIELD RULES

Coaches will ensure that cheerleaders are kept at least 5 yards back from the football sideline, and between the 20 and 30 yard markers on either end of the field.

PART IV

DCSC FOOTBALL RULES

(A) GENERAL

Overall direction of football activities is placed with the Football Commissioner, who must work in close coordination with the Cheerleading Commissioner to ensure that their efforts are in accordance with the DCSC Bylaws & Rules. Likewise, the Assistant Football Commissioner and Football Coaches must work in close coordination with their cheerleading counterparts.

(B) SCHEDULE

Will be prepared by the Board of Directors. The schedule shall only contain league games. Non-league games will not be on the schedule. Any non-league games shall be submitted to the Football Commissioner for approval.

(C) DIVISIONS

The DCSC is divided into 4 divisions — U6, U8, U10 and U12.

(D) TEAM ROSTER

There shall be a suggested team roster of 22 players, with a maximum allowed of 24; and a minimum of 16 players weighed in and listed on a team roster.

(E) COACHES

It is required that Head Coaches be at least 21 years of age and that Assistant Coaches be at least 18 years of age as of January 1st of the coaching season. It is the goal of the DCSC to have all Head Coaches and at a minimum, 1 Assistant Coach (per team) attend a coaches clinic to certify them in the rules of the game, coaching fundamental techniques, player safety, care of injuries and leadership of children and young people to include the interpretation and enforcement of the DCSC rules and policies, the imposing of penalties for rule infractions, and other incidental matters.

Returning coaches must notify the Football Commissioner, by the start of registration, of their intent to return to the same team. If the Football Commissioner is not notified, the position may not be held. If a Coach resigns during the season, without reasonable cause and/ or without notifying the Football Commissioner, there will be a one year (season) suspension of eligibility for said Coach.

DCSC will maintain submitted written compliments, complaints, or comments for all teams within DCSC. The contents of these files, if any, shall be used to determine eligibility of applicants who submit coaching applications.

(F) PHYSICAL

It is the responsibility of the parents/guardians to determine and monitor the health of individual players on a continuing basis. It is the responsibility of the Head Coach to have in his/her possession, a medical release form provided by the DCSC/Sentara Healthcare (APPENDIX F).

(G) PLAYING RULES

DCSC will keep a copy of the DCSC Bylaws and a copy of the National High School Federation Rules at each field where it hosts a football game. National High School Federation Rules apply to all scheduled league games unless amended by these Official League Rules. Any questions or conflict not covered by the Official Rules or official interpretation thereof, and not subject to protest, shall be decided by the DCSC Board of Directors.

1. Official Games: Scheduled league games will be officiated by a recognized Football Officials Association. League play will commence on the Saturday deemed by the DCSC Board for all divisions. The number of regular season games shall be at least 6 but no more than 10. The total number of games including playoffs, but not including tiebreakers, shall not exceed 12.

2. Age of players: Only youth between the ages of 5 and 12 years of age (as of Jan. 1st of the current year) and who weigh at least 45 pounds may participate in the DCSC. All youth shall play in the division for which they are eligible. DCSC Board of Directors are required to check birth dates and weights at club registration. For purpose of eligibility in the various age divisions as outlined, a player who becomes 10 years old on or before January 1st will play as a 10 year-old. A 10 year-old who becomes 10 at any time after January 1st of the current year will play as a 9-year old.

4. Identification Card: Each player must obtain a Player Identification Card. The card will be required as official player identification at all DCSC Weigh-ins, all DCSC sponsored games and pursuant to the execution of the official duties. A Player Identification Card shall be the sole allowable proof of age in determining a player's eligibility. The DCSC Board of Directors can request additional proof of age for discrepancies. Coaches will have a copy of all I.D. Cards.

A Commonwealth of Virginia Identification Card, as issued by the VA Department of Motor Vehicles (DMV) is the only accepted player ID card. No expired ID cards will be acceptable. Cards must display the player's photograph, date of birth, date of issue, and signature of player or printed first/last name of those players under ten (10) years of age. Cards are available from all Virginia DMV Offices at a nominal charge. Original birth certificate and Social Security card (or other DMV approved identification) is required to obtain an ID card.

The Team Coordinator shall maintain all ID cards of eligible participants during the football season. All Players ID cards shall be available on demand from any DCSC Board Member.

If at any time during the season, a protest is filed against a player, the Head Coach of the player against whom the protest has been lodged shall attend the DCSC Grievance Meeting, as specified, with the player's ID card.

5. Weight: A player will have only 2 chances to make his/her weight. If the player's area does not field a team in their assigned weight class, the player shall be assigned to another area. All players must be officially weighed in to become eligible to participate in the DCSC football program. The player must have a paid application form on file in the DCSC office before he/she is weighed in or receives equipment.

Players should wear only one of each item of clothing. Clothing considered to be "excessive" as deemed by any Board Member, must be removed. No one, other than a DCSC Board Member, shall be permitted in the weigh-in area. The player's ID card must be presented at the official weigh-in session.

6. Rosters: The Player Agent shall maintain and furnish all Coaches with complete rosters for all territories in their division. Any changes to the team rosters, such as player status, must be submitted, in writing, to the Player Agent in a reasonable time before the next scheduled game in which an affected participant will/will not play.

7. Children of Head Coaches: Children of Head Coaches will be permitted to play within the territory of the Head Coach's team, even if it is out of his/her home territory. One Assistant Coach shall be permitted to have his/her children play within the territory of the Assistant Coach's team, even if it is out of his/her home territory.

(H) EQUIPMENT

All players must be completely uniformed. The placekicker or punter may not elect to remove his shoe to kick the ball.

1. Required Equipment Supplied by DCSC: The following equipment must be used by all participants during league play, and is provided to the players at time of weigh ins by the DCSC. (A player who wants to use his/her personal equipment must sign a waiver and the equipment must be inspected by a DCSC Board Member.)

a. Helmet (with face guard, two ear pieces, and chinstrap).

b. Shoulder pads.

c. Football pants (with thigh pads, hip pads, tail pads and kneepads).

2. Required Equipment NOT Supplied by DCSC: The following equipment should be used by all participants during league play. The DCSC does not provide the items below. It is at the parent's discretion as to whether their child will wear athletic supporters.

a. Athletic Supporter (cup insert recommended).

b. Mouthpiece.

c. Cleats. All cleats worn will be molded cleats. The standard multipurpose shoes with molded cleats are highly recommended. No cleats containing metal of any kind will be permitted.

3. Game Jersey: The DCSC will provide each player with a game jersey with number on front and back prior to the first game. If "nick names" are placed on jerseys, it is the responsibility of the Head Coach to ensure that said "nick name" does not include or allude to any profane or vulgar language. If a player has an inappropriate "nick name" placed on his/her jersey, that player will not be allowed to wear the

jersey in any DCSC games. If there are any questions regarding whether a “nick name” is appropriate or not, the Head Coach is required to contact the Football Commissioner for approval. The approved colors shall be worn at games unless a conflict arises. Teams colors listed in the official DCSC schedule shall constitute notification of approved colors to all teams. If the Football Commissioner feels there is conflict of uniform colors, he must in advance of the conflicting game, resolve the uniform changes to be made. No Coach shall make a color change in his teams’ uniforms without the approval of the Football Commissioner. If a home Coach raises a question of conflicting colors just prior to the start of a game, he may make a color change in one of the teams’ uniforms subject to the approval of the Game Official.

4. Game Balls: The DCSC will provide each team with two game balls prior to the first practice. The game ball will be as follows:

a. U6 & U8. Wilson K2/GST or equivalent Nike Ball.

b. U10 & U12. Wilson TDJ or equivalent Nike Ball.

5. Home Team: The home team will be the team listed on the schedules. The home team will furnish DCSC-approved game balls. The offensive team may use their own balls per DCSC rules.

6. First Aid Kit: Each team must furnish its own First Aid Kit.

7. Accepted Equipment: All equipment must meet minimal and accepted standards to qualify for DCSC league use. Equipment violations may be subject to penalties of unsportsmanlike conduct.

(I) PRACTICES

The first practice date will be set by the DCSC Board of Directors, once the information has been received from the Prince William County Park Authority. This rule applies to any organized team instruction, such as skilled sessions, grass drills and group physical training. No physical contact will be allowed for any player during their first three days of practice.

1. Locations: The DCSC will assign practice locations for all teams. Any team that chooses to move to a different location must submit their request in writing to the Football Commissioner for approval.

2. Times: Practices shall not exceed one 2-hour period per day, five days a week until school starts. Beginning with the first week of school, the number of practices shall not exceed three per week. For safety reasons, if a player does not participate in half of the scheduled practices proceeding each game, the Head Coach shall not be required to place said player in that game. Players shall not be penalized if practices are cancelled. Should Prince William County Schools let out early due to excessive heat, all outdoor practices will be canceled.

3. Field rules: There will be no use of tobacco or alcohol products at any DCSC practice site by any Head Coach, Assistant Coach, or any team staff member. If the individual refuses to cooperate, the DCSC Board of Directors will warn them that continued failure to comply with this rule will result in disciplinary action.

4. Scrimmages: Scrimmages between teams of different age groups are prohibited, unless approved by the Football Commissioner.

(J) GAMES

All DCSC games will be played on Saturdays, unless inclement weather forces cancellations.

1. Time of Periods: 8-minute quarters for U6 division, 10-minute quarters for all other divisions.

2. Number of Coaches: A maximum of five coaches will be permitted in the designated coaching area between the 30-yard lines. Team Statistician, recorders, etc., if not members of the five man coaching staff, must remain outside of the designated coaches' area, but if they are members of the five man coaching staff they must respect the 30-yard line limitations. Spectators must stand behind the rope, fence and/or other barrier during the game, or at least 8-yards back from the sideline.

No cameras will be allowed inside of the barriers on the playing field side by coaches or spectators.

3. Coaching Apparel: Coaches must be easily recognizable by appropriate wearing apparel, such as a cap, shirt, sweatshirt or jacket identifying them with their team.

4. Equipment Check: Any DCSC Board Member or Game Official may check both teams' players for proper equipment, especially footwear and/or cleats and mouthpieces. It is the responsibility of the Coach, for safety reasons, to check all players' equipment prior to the start of the game. In addition, Coaches are required to check player identification cards fifteen minutes prior to the start of each game. One or both Coaches may waive their right to check player identification cards. If a Coach chooses to waive the ID check, the DCSC Board Member on Duty, must be notified immediately.

5. Recording Game Scores: The Head Coach or approved staff member of each team shall be responsible for recording game scores and winners, and returning such information to the DCSC Football Commissioner within 24 hours after the game.

6. Postponement of Games: Games will be postponed in case of inclement weather. The decision to postpone games will be made by the Prince William County Park Authority or their designated representatives. This information will be disseminated by the DCSC. Postponed games including rain outs, will be rescheduled as necessary. Usually, games will be rescheduled for Sunday. A forfeit will be recorded for any team that does not participate in the rescheduled game.

7. 8-Play Rule: All DCSC Teams must provide the Football Commissioner a breakdown of their players' play time to ensure each player gets at least 8 plays per game.

(K) TEAM STANDINGS

During the regular season games, points will be awarded as every game counts as a win or loss. In regards to playoff/league championship games rankings – Number 1 seed will play the last seeded team; Number 2 seed will play the next to the last seeded team; etc. In the event of an odd amount of teams the first seeded team will receive a bye. The Board will decide per division the number of teams that will advance to the play offs. Winners will advance out to play in the League Championship Game.

League Champions will move on to play in the County Championship Game when available. In the event the League Champion wishes not to play, the League Championship runner-up can play in their place.

(L) NATIONAL HIGH SCHOOL FEDERATION RULES

1. Scoring of Points: National High School Federation Rules will be amended to provide for scoring of points after touchdowns as follows:

a. Run or Pass: 1 point

b. Place kick or drop kick: 2 points

2. Jersey Numbers: There shall be no restrictions as to jersey numbers by player positions.

3. Jersey Changes: No jersey can be changed during the game unless deemed necessary by the officials.

4. Tied Score: If, at the completion of a regulation game, the score is tied, the game will be resolved by using the National High School Federation overtime procedures, except that DCSC will place the ball on the 10 yard line and four downs in which to score a touchdown or field goal will be given. Only two tries per team.

5. Modified Competition Rule: A mandatory application of a modified competition rule (MCR) will be in effect when any team gains a 24 or more point lead in the second half. Mandatory application of the MCR shall be as follows:

a. After the score that makes the 24 or more point difference, the losing team will be given possession of the football at the opposing team's forty-yard line in lieu of a kickoff.

b. This MCR does not eliminate the second half kick-off, which occurs regardless of point differential.

6. Free Punts and Kicks: The U8 divisions shall be allowed free punts and kicks. This would be accomplished by the kicking team declaring to the Game Officials, its intent to exercise this option on the next play. Under this option, neither team shall cross the line of scrimmage or make contact with an opponent until the ball has been kicked. Players must maintain an official football stance. Infraction of the rule will result in an illegal procedure call (five-yard penalty).

(M) INSTRUCTIONAL DIVISION

The Instructional Division will be officially known as the "U6 Instructional Division" and will be for players 5, 6 and 7 years of age (as of January 1st).

There shall be a suggested team roster of 22 with a maximum allowed of 24 and a minimum of 16 players weighed in and listed on the team roster.

A minimum of four but no more than six defensive linemen must be on the line of scrimmage. All players must line up in the down position. No defensive players may line up over the center's head or line up in the gaps on either side of the center, except on/or inside the defensive team's 10-yard line (See M4).

No blitzing allowed. All linebackers must be two yards off the line of scrimmage and cannot move towards the line of scrimmage until the snap of the ball.

When the offensive team is on, or inside, the defensive team's 10-yard line, the defense can add a seventh player to the line in a down position and can play over the center or/in guard/center gaps.

The U6 Division shall be allowed free kicks. All players must line up in a football stance. The free kick would be accomplished by the kicking team declaring to the Game Officials, its intent to exercise this option on the next play. There will be no punting on 4th down. A team has the option of running or passing the football from scrimmage or invoking a 30-yard walk-off rule, which advances the ball 30 yards (but never inside the opponent's 20-yard line.) Each coach has this option on every fourth down and there is no requirement that both coaches agree on one option before the game.

In the Instructional Division, one Coach from each team shall be allowed to remain on the field during each game. The Coach shall assist the players in calling plays and player alignment prior to the snap of the ball and must remain physically and verbally away from the active play after the snap of the ball. Infractions of this rule will result in an interference call (five-yard penalty).

(N) CONDUCT

Coaches are responsible for reading, understanding, agreeing to, abiding by and signing a Coaches Code of Conduct.

Coaches shall be responsible for the conduct of their players. Improper conduct, in the judgment of the Game Official, on the part of the player, coaches or spectators may result in penalties, expulsion, suspensions or forfeiture of game(s).

The DCSC Board of Directors shall have the responsibility to assist the officials in maintaining proper conduct of players, coaches and spectators.

If, at any time, a DCSC Board Member finds the conduct of any coach, player, game official or spectator to be detrimental and contrary to the best interest of the program, such individual may be suspended by the DCSC from further participation for whatever period of time deemed reasonable and proper.

Any player who is ejected from a game for unsportsmanlike conduct, will be suspended for the following game. Any player allowed by game officials to return to a game shall not be considered as having been ejected from the game. A player removed from the game on the final play of the game shall be considered ejected from the game and will be suspended for the following game. Game officials shall notify the Football Commissioner of any ejection as soon as possible.

Any player who uses abusive, disrespectful, or profane language or who otherwise exhibits unsportsmanlike conduct before, during, or after any ball game will be suspended for the following game.

Any player who is involved in a fight before, during or after any game or is ejected from a game for fighting will be suspended for the next game.

No coaches or team parents will videotape or observe another areas' clubs'/teams', practice before or during the regular season or at any time during the post season. The practice of videotaping another areas' clubs'/teams', practices in order to gain an offensive or defensive advantage shall be considered

detrimental and contrary to the best interest of the DCSC program. Penalties may be imposed on the team, or coach.

Any player or coach who repeats any of the aforementioned offenses will be suspended for the remainder of the season.

All Head Coaches of the DCSC must read, understand, and sign the DCSC Football league Coaches Code of Conduct form. The completed Code of Conduct form is due in the DCSC office prior to July 1st of the playing season.

Each Game Official is required to sign in with the board Member on Duty, preceding each game. Game Officials are responsible for their behavior. Any Game Official who uses abusive, disrespectful or profane language or who otherwise exhibits unsportsmanlike conduct before, during or after any game, shall be reported to the Football Commissioner. The Football Commissioner shall submit a written report to the Head Official. Depending on the severity of the incident, the Game Official may receive a written reprimand, probation or suspension without pay for the following game. If a Game Official repeats any of the aforementioned offenses, said Official shall be suspended for one year (season).

(O) PROTESTS

All protests shall be made in writing and delivered to the Football Commissioner who, in turn, will present them before the DCSC Board of Directors for a decision to be made.

The DCSC shall be granted the authority to forfeit any game, as a committee, without formal protest if violations are found.

The only valid game protest that will be accepted by the Football Commissioner shall be for eligibility reasons in regards to a player not listed on official roster; a player is over age; a parent uses a fraudulent address of residence; or fraudulently lists where the player is attending school or their middle school area.

Protests concerning any of the above can be made at any time during the season. All reports of suspected violations should be reported in writing to the Football Commissioner or the Player Agent within 3 days of the game being protested. The Football Commissioner or Player Agent shall then present it to the DCSC Board of Directors. A written response from the Board will be given in a timely manner.

Game protests which are upheld could result in forfeiture of all games in which the ineligible player or players participated. Additional penalties in the form of suspension of players, coaches, or other officials involved may be imposed. Minimum suspension for 2 games (Coach).

A fee of \$50 per protested player, must accompany game protests. Complaints of other matters do not require a fee. If such a game protest is upheld, the fee will be returned. If not upheld, the fee will go into the general fund of the DCSC. (Protest fees shall be placed in the DCSC General Fund and may be used to pay for expenses as determined by the DCSC Board with approval from a majority vote.)

(P) PENALTIES

Where penalties for rule violations are not specified and for other matters to be resolved, penalties, if deemed appropriate by the DCSC Board of Directors, may be assessed by the following: a letter of reprimand; probation of individuals; suspension of individuals; and forfeiture of game(s).

1. *Over-age Players:* The penalty for an over age player's participation in games, if discovered, (whether protested or not) and processed through the DCSC Board of Directors, could result in forfeiture of any game(s) in which the illegal player participated and that player's suspension from any further league activities for the current season.

2. *Illegal Players:* The penalty for a youth who illegally participates, if discovered, (whether protested or not) and processed through the DCSC Board of Directors, could result in forfeiture of any game(s) in which the illegal player participated and the suspension of the player for at least the current season.

3. *Unofficial Players:* Only players listed on official DCSC rosters are eligible to play in any games. The penalty for using a player not on that teams' official roster is suspension of the Head Coach for one game and forfeiture of any game(s) the ineligible player participated in. Any Coach who repeats the offense will be banned from future coaching positions within the DCSC.

APPENDICES

APPENDIX A • VOLUNTEER APPLICATION

APPENDIX B • COACH'S APPLICATION

APPENDIX C • BOARD OF DIRECTOR'S APPLICATION

APPENDIX D-1 • PARENTS CODE OF CONDUCT

APPENDIX D-2 • PLAYERS/CHEERLEADERS CODE OF CONDUCT

APPENDIX E • COACHES CODE OF CONDUCT

APPENDIX F • MEDICAL AUTHORIZATION FOR THE TREATMENT OF A MINOR FORM

APPENDIX A • VOLUNTEER APPLICATION



Volunteer Application
Dale City Sports Club (DCSC)
P.O. Box 6815
Woodbridge, VA 22193
703-670-6921
www.dalecitysportsclub.org

I would like to volunteer for (Check all that applies):

Team Parent ☐ Field Maintenance/Setup Concession Stand
 Picture Day ☐ 4th of July Parade Opening Day
 Open House ☐ Annual Cheer Event Other: _____

Last Name:		First Name:		Middle Int:
Street Address:		City		State/Zip Code
Home Phone:	Cell Phone:	Work Phone:	Drivers License #:	
Employer:		DOB:	Age:	
Email Address:				
Previous volunteer experience:				
Please list a reference that has knowledge of your participation as a volunteer in a youth program. (Name and Phone)				

I hereby pledge to be a positive volunteer and accept responsibilities for my participation by following the Dale City Sports Club Code of Conduct

I understand that if appointed, my position is conditional upon my background check and approval by the DCSC board. **I understand that I must obtain and provide a criminal background check issued by local law enforcement.** I must read and obey the DCSC by Laws, and fully comply with all duties set forth pertaining to my position. I agree not to hold Dale City Sports Club liable for any injuries.

Signature of Applicant:		Date:
Board of Directors Approval:	Yes No	Date:
Comments:		

Dale City Sports Club, Inc., P.O. Box 6815, Woodbridge, VA 22195 (703)670-6921

APPENDIX B • COACH'S APPLICATION



Coaches Application
Dale City Sports Club (DCSC)
P.O. Box 6815
Woodbridge, VA 22193
www.dalecitysportsclub.org

Circle all that apply

Football		Cheerleading	
Head Coach		Assistant Coach	
Last Name:		First Name:	
Street Address:		City:	
Home Phone:		State/Zip Code:	
Cell Phone:		Work Phone:	
Employer:		DL #:	
DOB:		Age:	
Email Address:		Area of Choice:	
Division of Choice:			
No of years coaching		Team coached	
Club			
Reference (Name and Phone):			

I understand that as a DCSC representative, I am responsible for my conduct, my team and parents, and I will exemplify the highest standards possible at all times.

I understand that I must abide by this contract and all Rules of Play and that any violations reported to and confirmed by the Board of Directors may result in disciplinary action or my removal as a coach during this or any future season as decided by the Board of Directors.

I understand that there may be mandatory meetings which I, or one of my staff, must attend.

I understand that as a DCSC Representative I am responsible for the maintenance, care and return of all equipment issued to the players on my team no later than two weeks after the last game of the season. In the case where equipment is not collected, the DCSC shall be notified and may collect financial compensation from the family of the player(s) involved.

Signature of Applicant:	Date:
Approved by:	Date:
Print Name & Board Position:	

Dale City Sports Club, Inc., P.O. Box 6815, Woodbridge, VA 22195 (703)670-6921

Revised 03/13/2013

APPENDIX C • BOARD OF DIRECTOR'S APPLICATION



Board of Directors Application
Dale City Sports Club (DCSC)
P.O. Box 6815
Woodbridge, VA 22193
www.dalecitysportsclub.org

Last Name:		First Name:		Middle Int:	
Street Address:		City		State/Zip Code	
Home Phone:	Cell:	Work:	DL #:		
Employer:	DOB:		Age:		
Email Address:					
Position Applying For:					
Qualifications:					
Briefly describe why you feel you would be an asset to the DCSC:					

I understand that I am required to attend all monthly meeting held the first Sunday of every month at the DCSC club house at 3:30pm. I further understand that missing more than 3 monthly meeting in one year may result in my removal as a member of the Dale City sports Club Board of Directors.

I understand that I must read and obey the DCSC by Laws, and that I will fully comply with all duties set forth pertaining to my position. I further understand that continuous failure to ensure my duties are completed may result in my removal as a member of the Dale City Sports Club Board of Directors.

I understand that there will be several duties that I must also volunteer to do (make calls, registration etc).

I agree to not support any negative attitude pertaining to the DCSC. I understand that any problems, not identified in the Dale City Sports Club by Laws, will be brought before my fellow Board of Directors.

I have read and understood the above and I do hereby swear to comply. I understand that I must abide by this contract and all rules set forth in the DCSC by Laws and that any violations reported and confirmed, may result in my removal as a member of the Dale City Sports Club Board of Directors.

Signature of Applicant:		Date:
Approved by:		Date:
Print Name & Board Position:		

Dale City Sports Club, Inc., P.O. Box 6815, Woodbridge, VA 22195 (703)670-6921

APPENDIX D-1 • PARENTS CODE OF CONDUCT**Parents Code of Conduct**

I hereby pledge to provide positive support, care, and encouragement for my child participating in youth sports by following this Parents Code of Ethics Pledge.

I will encourage good sportsmanship by demonstrating positive support for all players, coaches, and officials at every game, practice, or other youth sports events.

I will place the emotional and physical wellbeing of my child ahead of a personal desire to win.

I will insist that my child play in a safe and healthy environment.

I will support coaches and officials working with my child, in order to encourage a positive and enjoyable experience for all.

I will demand a sports environment for my child that is free of drugs, tobacco, and alcohol, and will refrain from their use at all youth sports events.

I will remember that the game is for youth, not for adults.

I will do my very best to make youth sports fun for my child.

I will ask my child to treat other players, coaches, fans, and officials with respect regardless of race, sex, creed, or ability.

I promise to help my child enjoy the youth sports experience by doing whatever I can, such as being a respectful fan, assisting with coaching, or providing transportation.

I will require that my child's coach be trained in the responsibilities of being a youth sports coach and that the coach upholds the Coaches Code of Ethics.

I will read the NYSCA National Standards for Youth Sports and do what I can to help all youth sports organizations implement and enforce them.

APPENDIX D-2 • PLAYERS/CHEERLEADERS CODE OF CONDUCT

Players/Cheerleaders Code of Conduct

I hereby pledge to be positive about my youth sports experience and accept responsibility for my participation by following this Players Code of Ethics Pledge.

I will encourage good sportsmanship from fellow players, coaches, officials, and parents at every game, practice, by demonstrating good sportsmanship.

I will attend every practice and game that I can, and will notify my coach if I cannot.

I will expect to receive a fair and equal amount of playing time.

I will do my best to listen and learn from my coaches.

I will treat my coaches, other players, fans, and officials with respect regardless of race, sex, creed, or abilities and I will expect to be treated accordingly.

I deserve to have fun during my sports experience and will alert parents or coaches if it stops being fun!

I deserve to play in an environment that is free of drugs, tobacco, and alcohol, and expect adults to refrain from their use at all youth sports events.

I will encourage my parents to be involved with my team in some capacity because it is important to me.

I will do my very best in school.

I will remember that sports is an opportunity to learn and have fun.

APPENDIX E • COACHES CODE OF CONDUCT

Coaches Code of Conduct

I hereby pledge to be positive about my coaching sports experience and accept responsibility for my leadership by following this Coaches Code of Ethics Pledge.

I will encourage good sportsmanship from fellow coaches, officials, players, and parents at every game, practice, by demonstrating good sportsmanship and leadership.

I will attend every practice and game that I can, and will notify my team and arrange for another coach if I cannot.

I will do my best to listen and learn from my players as well as other coaches.

I will treat other coaches, players, fans, and officials with respect regardless of race, sex, creed, or abilities and I will expect to be treated accordingly.

I deserve to have fun during my sports experience and will alert parents or board members if it stops being fun!

I deserve to coach in an environment that is free of drugs, tobacco, and alcohol, and expect everyone to refrain from their use at all youth sports events.

I will encourage my team parents to be involved with my team in some capacity because it is important to all of us.

I will remember that sports is an opportunity to learn and have fun.

APPENDIX F • MEDICAL AUTHORIZATION FOR TREATMENT OF MINORS FORM



Main Number: (703) 670-1313 / (540) 659-1800
Emergency: (703) 670-1363 or 911

Authorization for Treatment of Minors

In absence of Parents and/or Guardians

We/I _____
Street Address, City, State and Zip Code

Telephone Number _____ Give permission to: _____
(include area code) (must be 18 years of age or older)

to authorize emergency treatment at Sentara Potomac Hospital's Irene V. Hylton Emergency Care Center for our/my child/children:

	Child's Full Name	Age	Date of Birth	Date of last DPT/Tetanus	Medicine Allergies
1.					
2.					
3.					

Date: From: _____ To: _____ (must be specific)

Child/Children's Pediatrician/Family Physician _____ Telephone Number: _____
(include area code)

Any known illness (asthma, epilepsy, diabetes, etc.) and routine medications given. (List per child) _____

Telephone number and area code where parent/guardian may be reached: _____

Nearest Relative's Name: _____ Telephone Number: _____
(other than parent/guardian) (include area code)

Name of Insurance Company: _____ Policy Number: _____

Subscriber Name: _____ Employed by: _____

If possible, make a copy of subscriber's insurance card (front and back) and attach to form. All commercial insurances must have signed form brought in to ensure billing for your convenience. An effort will be made to contact parents or guardians before implementation of this form. This form should be kept with the adult responsible for the child's care when a parent or legal guardian is not present. Make copies as necessary. **NOTE:** Please sign the form in the presence of a Notary Public.

Signature - Parent/Legal Guardian Date

County / City of _____
Commonwealth of Virginia
On this _____ day of _____

_____ personally appeared before me and acknowledged that he/she executed the foregoing instrument.

_____, Notary Public

My commission expires: _____
Notary Registration # _____

(notary seal)

