Western Ohio Jr. Football Conference By-Laws
(2009)

Article I - Meeting and Voting

1.1 Scheduled Conference Meeting Dates

1.1.1 The Board of Trustees shall hold monthly meetings on the second Monday of each month.

1.1.2 During the regular season (August – November) the Executive Board, at their discretion, may elect to hold weekly meetings on Monday evenings.

1.1.3 During the off-season (January – July), monthly meetings will begin at 7:00pm. During the football season (1st week in August – Championship weekend in November), monthly/weekly meetings will begin at 7:00pm. The December "end-of-year" meeting will be scheduled by the Executive Board.

1.1.4 Meetings will be held at a location deemed appropriate to the Executive Committee. Meeting locations may change from time to time due to the availability of meeting sites.

1.2 Meeting Topics

1.2.1 The following recommended topics and/or orders of business are provided for specific meeting dates and serve as a guide for the Board to follow each season. All such dates and topics are subject to change at the discretion of the Board of Trustees.

1.2.2 During the January meeting the Constitution, By-Laws, and Playing Rules should be reviewed for any suggested changes. The membership will be reminded that any changes and/or additions to the Constitution, By-Laws, and Playing Rules that they wish to make must be submitted in writing to the Secretary of the WOJFC before February 1.

1.2.3 During the February meeting, the Board of Trustees should review any proposals for new membership to the conference. In addition, the Rules Committee should report on and provide copies of all proposed changes to the Constitution, By-Laws, and Playing Rules. In addition, the various committees should be formed, if necessary, during this meeting.

1.2.4 During the March meeting the Board of Trustees should vote on all additions and/or changes to the Constitution, By-laws, and Playing Rules. These changes and/or additions will have been those provided in February. No additional changes and/or additions (other than those presented in February) should be discussed at this meeting. All proposed new members to the WOJFC should be voted on at this meeting via secret ballot.

1.2.5 During the June meeting, variances should be submitted, discussed and voted on, if necessary. Any request for a waiver or variance on any WOJFC rule should be made in writing and received by the Secretary no later than the beginning of the June meeting.

1.2.6 During the regular scheduled July meeting, at the latest, the preliminary schedules for all levels should be presented for discussion and possible vote. All requests for variances must be voted on at this meeting. In addition, all maps, certification dates, and all other matters pertaining to the season should be resolved at this meeting.

1.2.7 During the first league meeting in August (either weekly or regularly scheduled meeting) the Board of Trustees should cast the final vote on the conference schedule. In addition, not later than the last meeting in August, the tournament schedule should be submitted for discussion and possible vote (sites pending).

1.2.8 During the December meeting there shall be an election of the executive officers, who shall assume office as soon as all old business has concluded.

1.3 Special Meetings

1.3.1 The Chairman shall call special meetings when deemed necessary. The Secretary shall notify all members of any and all dates, times, and locations of meetings. (Seven days notice is required before enforcement of fines for absent member.)

1.4 Definition of a Quorum

1.4.1 No official business may be conducted without a quorum. A quorum is defined as a minimum of two-thirds (2/3) of the Board of Trustees voting membership.

1.5 Representation of Organizations

1.5.1 All member organizations as well as Executive Board members must be represented at all WOJFC meetings. A warning will be issued for an organization's first absence (i.e. no representative was present for the WOJFC meeting). A fine of $25.00 shall be assessed for a second absence and $100.00 for each additional absence in a given year. In addition, there will be a one (1) year organizational probation for the fourth absence in a given year, with additional sanctions to be imposed at the discretion of a 2/3 majority vote of the voting membership. Executive Board members having 2 unexcused absences will be brought up for review from possible impeachment and an interim Board Member will be selected until such review is complete.

1.5.2 All member organizations must be represented at all WOJFC functions. This includes, but is not limited to weigh-ins, coaches meetings, etc. Any organization not in attendance will be fined $250. Failure to pay said fine within two weeks shall result in the organization be placed on probation for one year.

1.5.3 For purposes of attendance the following rules shall be applied: Any organization arriving more than fifteen (15) minutes late to the start of a meeting or function or departs more than fifteen (15) minutes prior to the conclusion of a meeting or function, shall be considered absent. Each organization must actively participate in said functions to be considered present. Attendance will be reported at all meetings.

1.5.4 The annual coaches meeting shall be mandatory for all head coaches. Assistant coaches are also encouraged to attend, as this is the meeting where rule changes for the upcoming season are discussed. There will be a fine of $50 for each squad that fails to attend. If any member of the Executive Board is notified in advance of a squad's inability to attend, the fine may be waived. The assistant coach may attend in the place of the head coach, given one week's notice to the League Secretary and with the approval of the Executive Board of the WOJFC.

1.6 Voting

1.6.1 A voting member is defined as one (1) voting Representative from each Member Organization to the WOJFC. Absentee votes or proxy votes will not be accepted; a voting member may appoint a substitute representative for any or all WOJFC meetings. A member of the Executive Board must be notified of Organization Representative substitution before the start of any WOJFC meeting. Substitute Organization Representatives must conform to all requirements for regular Organization Representatives. The voting member, who becomes a member of the WOJFC Board of Trustees, must sign the WOJFC voting roster at the start of the meeting. That person will be the only one who shall be recognized by the Chairman. A WOJFC Board of Trustee may yield the floor to a fellow member in the audience.

1.6.2 Any changes to, additions to, variances and/or waivers to the Constitution or By-Laws requires a vote equal to two-thirds (2/3) majority of the current Board membership.

1.6.3 Voting on new member organizations requires a vote equal to two-thirds (2/3) majority of the current Board membership.

1.6.4 Unless otherwise specified herein, all other business before the Conference, including playing rules, requires a simple majority vote of a quorum.

1.6.5 Abstention by any voting member of the WOJFC is not permitted during any vote taken.

1.7 Visitors

1.7.1 Meetings of the WOJFC are limited to the Executive Board, member representatives, and approved visitors.

1.7.2 Notwithstanding 1.7.1 above, other individuals may request to attend a meeting.
Request must be submitted through the Club League Rep, alternate Club League Rep, Conference Website via E-mail, or by phone call to the Conference Chairman or Conference Co-Chairman. Requests should be presented to the Chairman or Co-Chairman 24 hours before the requested meeting. All attendance requests shall be considered. Approved requests will be added to the agenda for the meeting requested.

1.8 Order of Business

1.8.1 The Chairman shall call the meeting to order.

1.8.2 The Secretary shall take attendance and make a determination of quorum.

1.8.3 The Sergeant-at-Arms shall announce all visitors and their business before the Board.

1.8.4 Visitor(s) Presentations

1.8.5 The membership shall review and correct, if necessary, the minutes of the previous meeting.

1.8.6 The Treasurer shall provide a written financial report at each regularly scheduled monthly meeting.

1.8.7 New Membership and Election of Officers (if applicable).

1.8.8 All Committee(s) shall provide a report of their activities at the next league meeting.

1.8.9 Old Business

1.8.10 New Business

1.8.11 Game Reports

1.8.12 Comments for the Good of the League

1.8.13 Adjournment

1.9 Meeting Decorum

1.9.1 All meetings shall be conducted in accordance with the WOJFC Constitution or the WOJFC By-Laws and as close as possible with the latest edition of Robert's Rules of Order Revised.

Article II - Election of Officers

2.1 Election Process

2.1.1 The Chairman, Co-Chairman, Treasurer, Secretary, Sergeant-at-Arms, Competition Director, and Communications Officer shall be elected by the Board of Trustees. Nominations shall be made from the floor as a motion.

2.1.2 Each voting member shall complete a secret ballot and the Secretary shall count the votes. The votes will then be validated by the Co-Chairman. Each organization in attendance must vote. There shall be no abstention in this process.

Article III - Removal of Officers and Members

3.1 Impeachment

3.1.1 Any officer or member of the WOJFC may be impeached for abusing the privilege or neglecting the duties of the office and/or conduct deemed detrimental to the best interest of the WOJFC.

3.2 Proceedings

3.2.1 Impeachment proceedings must be initiated by written petition signed by at Least one-third (1/3) of all WOJFC voting members. Such a petition can be presented at any regular or special meeting. A special meeting will be held within thirty (30) days after the petition is submitted for a vote. The charged officer or member must be notified by certified mail two (2) weeks prior to the meeting at which the impeachment is taken. Impeachment must be affirmed by two-thirds (2/3) vote of the entire Board membership. Any officer or member under impeachment shall be temporarily suspended from his/her position until the impeachment proceedings are complete.

Article IV - Duties of The Board of Trustees

4.1 Basic Duties

4.1.1 The Board of Trustees shall manage the business of the WOJFC in accordance with the constitution, By-Laws, and Playing Rules. Such duties shall include, but are not limited to, the following:

4.1.2 Act on committee reports.

4.1.3 Establish a bank account for disbursement of funds and bonding insurance for all those Executive Board positions that handle league funds in accordance with Article VII, Paragraph 7.1.2.

4.1.4 Authorize the payment of financial obligations.

4.1.5 Approve all purchases, agreements, and/or obligations which will bind the WOJFC.

4.1.6 Protect and enforce the Constitution, By-Laws, and Playing Rules of the WOJFC.

4.1.7 Rule on members that are said not to be in good standing.

4.1.8 Must establish an operational balance in the WOJFC bank account and authorize the treasurer to bill the membership to maintain the balance necessary to support the WOJFC.

4.1.9 The Board of Trustees must approve all purchases that exceed $99.99.

4.2 Division Commissioners

4.2.1 A Division Commissioner for each Division may be appointed by the Chairman to assist the Co-Chairman and 3rd Grade/Bantam Commissioner as deemed necessary by the WOJFC.

4.3 Executive Board

4.3.1 The Executive Board consisting of the current year's Chairman, Co-Chairman, Treasurer, Secretary, Communications Officer, Competition Director and Sergeant-at-Arms has the power to issue disciplinary actions including, but not limited to, probationary warnings, reprimands, and/or fine any persons or organizations that come within the auspices of the WOJFC as deemed necessary to enforce the Constitution, By-Laws, or Playing
Rules of the WOJFC as written. Any probationary warnings, reprimands, and/or fines can be overturned by a vote equal to two-thirds (2/3) majority of the current Board membership.

4.3.2 A coach can be temporarily suspended by a vote of the Executive Board. The Board of Trustees is the final decision-maker on the matter of the suspension. The temporary suspension will be for no more than two games or will be for no longer than until the next meeting of the Board of Trustees.

Article V - Appeals

5.1 Appeals Process

5.1.1 Any current WOJFC member may appeal any decision by the Board of Trustees.

5.1.2 All appeals must be received in writing by the Communications Officer within two (2) weeks of the ruling by the WOJFC Board of Trustees for reconsideration.

5.1.3 All appeals must be made through and by the member organization, not the individual.

5.1.4 Once an appeal has been heard and voted upon, the Conference's decision is final and no further appeals will be permitted.

5.1.5 A $100, cash or check from club, processing fee will apply to members who wish to appeal any disciplinary action after the original penalty has been assessed to that member. The $100 fee will be returned to the member if the decision is overturned. However, if original decision stands the fee will go to the WOJFC. Member must show up the Monday after the incident to be considered eligible to coach that weeks practice and games.

Article VI -Fiscal Year and Calendar Week

6.1 Duration

6.1.1 The fiscal year of the WOJFC will be January 1 to December 31.

6.1.2 A calendar week begins 12:01am on Tuesday and continues through the next Monday at midnight.

Article VII - Conference Insurance

7.1 General Liability

7.1.1 All organizations in the WOJFC will be covered by a blanket policy of general liability insurance taken out by the WOJFC.

7.1.2 Each of the Executive Board positions of the WOJFC must be bonded to insure the security of the Conference funds.

7.2 Player Medical

7.2.1 Each organization is encouraged to participate in a supplemental player medical insurance program.

Article VIII - Conference Responsibilities

8.1 WOJFC Responsibilities

8.1.1 Provide uniform playing rules.

8.1.2 Develop and approve game schedule for the season.

8.1.3 Contract for game officials. Note: the home organization is responsible for payment to all home game officials.

8.1.4 The WOJFC Board of Trustees shall designate all standings and conference champions when applicable.

8.2 Schedule

8.2.1 There will be no less than eight (8) league games per season, unless you have a bye.
A game is defined as such if the following things are present:

- Standard football possession rules are used (4 downs to advance the ball to retain possession)
- The contest is timed in any fashion, with respect to the action on the field

Premieres are to be counted as a scrimmage game. The official opening of all WOJFC league games will be determined each year by the WOJFC. The number of league games in a season will be voted on by secret ballot. If an organization splits teams, they must split evenly at the tackle levels. Failure to split evenly will cost the organization home sites.

8.2.2 The standard game time schedule will be as follows:

Team	Saturday - Day	Saturday - Night	Sunday – Day	DST - Day
Bantam	10:00am	2:00pm	10:00am	9:00am
3rd Grade	11:30am	3:30pm	11:30am	10:30am
4th Grade	1:00pm	5:00pm	1:00pm	12:00pm
5th Grade	2:30pm	6:30pm	2:30pm	1:30pm
6th Grade	4:00pm	8:00pm	4:00pm	3:30pm

8.2.3 Games played after the change to daylight savings times (for "Day" schedules only) will start one hour earlier than specified in 8.2.2 above.

8.2.4 Ten (10) minutes is the normal time between games. However, this can be modified to accommodate other activities. This must be explained to the officiating crew prior to the beginning of the first game. All games will otherwise start at the prescribed times.

8.2.5 Team announcements must start no more than 10 minutes prior to game time, or as soon as possible after teams have cleared the field from the previous game if said game ran longer than scheduled. Games will not start prior to their scheduled start times.

8.2.6 Organizations may request a variance to the standard schedule to accommodate local requirements.

8.3 Game Officials

See section 15 for guidelines, requirements, and compensation.

8.4 Conference Tournament Guidelines

8.4.1 Awards

8.4.1.1 All conference awards must be approved by the WOJFC Board of Trustees. The WOJFC will not recognize an individual player for any awards or trophies.

Article IX - Member Organization's Responsibilities

9.1 Board of Trustees Member

9.1.1 Each member organization will provide a voting member of the WOJFC Board of Trustees who also serves as an active or associate member of his/her organization.

9.1.2 Each member organization is responsible for the conduct of its representative at all WOJFC meetings.

9.2 Conduct

9.2.1 Each organization is responsible for the conduct of all organization's members, players, parents, and their spectators before, during, and after all WOJFC functions. There shall be no verbal abuse or misconduct tolerated at any WOJFC function from any WOJFC representative, including coaches, players, officials or anyone surrounding the field of play.

9.2.2 During regulation playing time of all WOJFC scheduled games, Tackle, 3rd Grade and Bantam programs, parents and spectators will be required to remain at a minimum of ten (10) yards from the entire playing field out of bound side lines and end zone markers, except for those playing fields which cannot accommodate the minimum ten (10) yard boundaries. Then a maximum area as the field facilities permits must be identified in a safe manner behind the players' bench, or for the express purpose of the use of the field facilities (i.e., concession stands and/or restrooms). At no time during regulation playing time will any spectator or person be permitted in the end zones or at the goal posts.

9.3 Physicals

9.3.1 All players must pass a physical examination by a licensed physician (M.D. or D.O.) prior to participating in any physical activity. Completed WOJFC physical forms, performed and signed in the current calendar year by a licensed physician, must be in the possession of the parent organization prior to any physical activity.

9.4 Registration Forms

9.4.1 A completed copy of the physical/ residency form, legible copy of birth certificate and liability release form must be submitted to the WOJFC at weigh-ins.

9.5 Rosters and Weigh-Ins

9.5.1 Each individual team must fully complete and submit a legible (typed or printed) team roster and sideline roster. The roster will list all certified and uncertified players. That roster shall list each player on that team only in numerical order based on each individual player's assigned jersey number, followed by their name, street address, zip code, public school district, school he/she is attending during that playing season, grade level during that playing season, birth date, and phone number. (No cell phones are permitted on the roster unless it's the only phone available.)

9.5.2 A completed physical / residency form (white copy), signed and dated by the examining physician in the Calendar year in which that season takes place and legible copy of his/her birth certificate. Each player's individual physical form, birth certificate, and residency form shall be stapled together (physical / residency form on top, then birth certificate) and will be placed in numerical order to match the assigned jersey number order of that team's roster.

9.5.3 Rosters, physical / residency forms and birth certificates, completed and arranged in the order specified in paragraphs 9.5.1 and 9.5.2 above, must be submitted to the WOJFC at the time of the 1st weigh-in. Any member organization failing to submit the roster and/or forms as specified will be fined $10.00 per infraction. Fines must be mailed to the WOJFC Treasurer within seven (7) days of the certification date. These records are to remain in the possession of the Chairman or Secretary for a minimum period of one (1) year. Each individual organization must keep a copy of the birth certificate and physical form on file for each player for one (1) year.

9.5.4 Team rosters, showing certified ball carriers, will be provided to each member organization prior to the start of regular season play. Each Head Coach must have a certified team roster (signed by a WOJFC official) with him/her, at each game, for review. This roster can be requested by a game official or by the Head Coach of the opposing team, or WOJFC Conference Rep or Executive Board Member at any time.

9.5.5 Any player not properly identified on the roster as ball-carrier eligible may not participate in such a position, with violations subject to sanctions imposed by majority vote of a quorum.

9.5.6 Any player not listed on the approved roster may not participate in the contest, with violations subject to sanctions imposed by majority vote of a quorum. Upon a challenge to a player(s) eligibility, a team shall have five (5) minutes to produce a Conference certified roster, which lists the player(s) name(s), or such player (s) may not participate in the remainder of the game. If the organization cannot produce the roster after 5 minutes, the on-site Master Copy will be reviewed by a Board member to make a final determination of the player's eligibility.

9.5.7 No new players may be added to the team's roster after the first (1st) weigh-in.

9.5.8 If eligibility is an issue during an actual game, refer to the Playing Rules for appropriate action.

9.5.9 All players must weigh-in.

9.5.10 Description to include anyone who is going to participate on your sideline –Coaches, Team Mom, Statistician. If not listed then that person is not permitted on the sideline. Sideline roster shall be limited to 10.

9.6 Change of Game, Date or Time

9.6.1 Any change of date or time must be by mutual agreement of the Presidents of the organizations involved and approved by a member of the Executive Board. If approved, the home organization is responsible for notifying the league official of the change in times.

9.7 Field Requirements

9.7.1 The Member's field must be ready for play as prescribed by the O.H.S.A.A. rules.

9.7.2 A clock and/or scoreboard that must be visible from farthest point on the playing field.

9.7.3 A concession booth that will provide water and ice to all teams on game day at no charge to the teams. Ice will be available for injuries only.

9.7.4 Adequate restroom facilities must be provided by the home field (Port-o-Lets or better). Facilities must Supply running water or at least hand sanitizer for sanitation purposes.

9.7.5 A PA system must be available to announce all games.

9.7.6 Each member organization's site will be inspected by designated conference members or Executive Board members to determine compliance with the rules and standards set forth above. Inspection of all fields will take prior to the last Monday in July of that playing year. All member organizations have until the Sunday prior to the premier game to be in full compliance with these standards or they could face loss of all home games for that season.

9.7.8 In accordance with policy set forth by the Western Ohio Junior Football Conference Board of Trustees, all clubs shall implement a mandatory fee of $2.00 per person as an admission fee for all games. This fee ONLY EXCLUDES PLAYERS AND CHEERLEADERS, all other spectators, including coaches, are required to pay for admission to each club's site. There are NO EXCEPTIONS to this policy.

9.8 Game Day and Minimum Play Requirements

9.8.1 Each organization must provide appropriate spectator facilities such as parking, concessions, seating and bathrooms at game sites.

9.8.2 The Home team must have a person with first aid training at all home games.

9.8.3 Minimum Play Rule - All players must play a minimum of five plays per half. Non-contact plays such as kicking on PATs, field goal attempts, and punts at 4th grade (and below) do not constitute a play. This rule is subject to disciplinary action enforced by the coach or organization or due to player injury.
Each team will complete, sign, and turn-in a league-provided play-rule verification form at the conclusion of each game. The head Coach of each team shall notify the opposing team's coach of any players who will not be playing in the game.

9.8.4 If you wish to track the Minimum Play Rule of your opponent, you must send a representative to their sideline to do so. The opposing team must allow your representative access to their sideline, and your representative must track plays with their designated person that tracks their plays.
Punishment for not allowing an opposing representative access to your sideline is a one week suspension for the Head Coach on the first offense, and a one year suspension for a subsequent offense.
Also, if this rule is violated during the Tournament, the punishment will be an automatic one year suspension for the Head Coach. Your representative, on the opposing sideline, will track the plays on the pink copy given to your coach prior to the game, and the opponent will track plays on the White copy with the remaining yellow carbon. You must do this together. Once the game has started, your representative may not leave the sideline at any time. This is to prevent anyone from "sideline scouting", and reporting back to their team at the half, etc. After the game, both Coaches must sign and turn in their White copies of the Minimum Play Sheet to the game site's designated area (usually the Concession Stand). The coach should keep the remaining Yellow copy for his own records. Failure to turn in your White copy of the Minimum Play Sheet will result in a one week suspension for the Head Coach for the first offense, and a one year suspension for a subsequent offense.

9.8.5 Each organization will comply with all WOJFC Playing Rules (Tackle, 3rd Grade or Bantam).

9.8.6 Each organization shall read the WOJFC Board approved pre-game sportsmanship announcement before every game.

9.9 Player Equipment and Safety

9.9.1 The WOJFC requires all member organizations to provide the highest quality equipment. The safety of the player is the utmost concern of the WOJFC and, as such, discourages the use of substandard and inferior equipment. <u>All helmets must be NOCSAE approved</u>.

9.9.2 Players must wear only molded sole athletic shoes, rubber or plastic non-removable cleats, while participating in the WOJFC. If a player wears any form of screw-in, non-molded or metal cleats, he/she shall be immediately expelled for the remainder of the game and the situation reviewed by the Board for other possible action. Starting in 2006 all mouthpieces must be a color and attached to the helmet.
No mouthpiece can be clear or white.

9.9.3 All male players must wear a hard protective cup. Female players must wear a hard or soft cup.

9.9.4 The only official game balls used in the WOJFC are the Wilson Youth Composite footballs, Note: The 6th Grade and 5th Grade teams will use the Wilson TDY, the 4th Grade and 3rd Grade teams will use the Wilson TDJ, and Bantam teams will use the Wilson K2. The WOJFC will provide game balls to each organization for game day use only.

9.9.5 Any failure to wear proper equipment shall result in fines, penalties and possible disciplinary action as determined by the Board of Directors of the WOJFC.

9.9.6 Any player with a cast of any kind may <u>not</u> practice or play in a game until the cast has been removed and a doctor has granted a clearance for the child to resume play.

9.10 Scores

9.10.1 Each organization's WOJFC representative (or designated person) of the host organization must report the game scores to the Communications Officer by 8:00 p.m. on the Sunday of the weekend games. Any home organization failing to report said scores will be assessed a mandatory $50.00 fine per game day for each failure to report.

9.10.2 Tournament scores are to be called in by the end of that days games

9.11 Fines

9.11.1 Once the Board of Trustees and/or Executive Board of the WOJFC have confirmed an infraction, the Treasurer shall provide and/or mail an invoice for the fine within 48 hours except as otherwise noted in the Constitution or By-Laws.

9.11.2 All payments of fines must be delivered to the Conference Treasurer or person designated by the Board of Trustees within seven (7) days following the notification specified in 9.11.1.

9.12 Dues

9.12.1 All member organization dues must be received by June 1 that year in order to play. Failure to pay by June 1 may result in organizations being fined and/or dropped from the game schedule. No monies will be refunded if a team is dropped from an organization after the Monday meeting following the first full week of practice of that playing year.

9.12.2 The Board of Trustees shall vote on the price of membership dues at the March meeting of that playing year. They shall also set the fees for the game officials.

9.12.3 Dues shall be $100.00 per team for the current year.

9.13 Team Composition

9.13.1 "Stacking" or creating an environment where an organization, in effect, creates a select team(s) is strictly prohibited. Any organization determined to violate this provision will face permanent expulsion from the Conference. Any vote to expel an organization for violating this rule shall be by a two-thirds majority of the entire membership.

9.13.2 Teams shall be split evenly by numbers and equal skill level.

9.13.3 Failure to split evenly may result in an organizational sanction to be determined by the WOJFC board.

9.13.4 Beginning in 2007, All participants playing in WOJFC, when selected to a specific team color, shall remain as a member of that particular team for the duration of their career in the WOJFC. Changes in teams must first be approved by their respective clubs and then by the Executive Board of the WOJFC.

9.14 General Administrative Requirements

9.14.1 Each Organization must provide, in writing, their intention to participate in the WOJFC's upcoming season not later than the regularly scheduled March meeting.

9.14.2 Each Organization must provide a current and complete Board Roster and a copy of their organization's Constitution and By-Laws to the WOJFC not later than June 1 of each year.

9.14.3 Each organization must provide evidence that it is a properly certified non-profit corporation in the state of Ohio and that their non-profit status is current through the upcoming season. Government run organizations are excluded from this requirement. This must be provided to the WOJFC not later than June 1 of each year. Failure to provide this by the deadline will result in the suspension of the organization from play for the entire upcoming season.

Article X - Coaches' Responsibilities

10.1 Certification

10.1.1 All coaches must receive certification from the National Youth Sports Coaches Association (NYSCA). All member organizations shall provide, prior to or during the only weigh-in, proof of head coach certification through NYSCA.

10.1.2 All personnel listed on the sideline roster and Club Board Members 18 and over must complete an annual background check as required by WOJFC Board of Trustees, agree to and abide by the WOJFC Coaches, Board Member, and sideline Personnel Code of Ethics. (Note: Code of Ethics standards are available for review on the WOJFC Web site; www.WOJFC.com, for all club members of the WOJFC.)

10.2 Conduct of Sideline Personnel

10.2.1 The head coach is and must be the individual responsible for sideline personnel conduct.

10.2.2 Umbrellas, clipboards, binders, or any hardened objects are not allowed on the field during play.

10.3 Inappropriate or Unsportsmanlike Conduct

10.3.1 The Head coach shall also be charged with all "Unsportsmanlike conduct" charged to any sideline personnel. If any individual receives two (2) or more "Unsportsmanlike conduct" penalties on a given day, he/she shall be ejected immediately and must leave the entire premises. The Conference Rep for that site shall file an incident report with the league at the next regularly scheduled meeting, which must be attended by the suspended individual. Sideline personnel shall include assistant coaches, substitutes, trainers, statisticians, managers, players, etc. All sideline personnel must remain off the field of play at all times, except as approved by game officials. IAW OHSAA guidelines unsportsmanlike conduct penalties shall be addressed as follows; 1 USLC penalty- written notification to WOJFC, 2 USLC penalties- separate individuals- written notification to WOJFC, Head Coach suspended following week, must appear at league meeting Monday following incident, 2 USLC penalties- same individual- Immediate ejection from game, required to show at league meeting Monday following incident, suspended for next game. All suspensions are subject review by the WOJFC Board of Trustees.

10.3.2 During the play of the game, only the Head Coach or coach on the field can address the game officials regarding game play matters.

10.3.2a The Head Coach must be made known to game officials at the start of each game and participate in the coin toss. Game officials will be required to converse with the designated person during the play of the game and report the jersey number and nature of the penalty after each penalty is assessed. No judgment calls may be questioned.

10.3.3 It is a privilege, not a right, to coach in the Western Ohio Junior Football Conference. Coaches who fail to live up to the Coaches Code of Conduct and fail to comply to the Spirit of the Game rule are guilty of conduct detrimental and are subject to disciplinary action. Discipline shall be a minimum of, and not limited to, 2 weeks suspension and 1 year probation.

10.3.3a Any pre-season, regular season or post-season game with a 35 point or more difference, at any point, must be explained in person by the Head Coach of the team with the highest score at the first Monday meeting following said game. A $250.00 fine will be levied against the offending organization. Failure to appear will result in an automatic 1 year unappealable suspension to the Head Coach. In addition, any game with a 35-point or more difference at any point, will be handled as follows:

10.3.3.1 *1st Infraction* **—** Violating Head Coach and any members of the offending team coaching staff who are determined to be liable for such violation by the WOJFC will receive a two week suspension from all team practices, meetings and the next two regularly scheduled games pending his/her mandatory appearance for case review in person before the Executive Board and the Competition Committee Chair within 72 hours of the infraction. The first week suspension is mandatory and not subject to review or appeal. At such mandatory review meeting, the Executive Board may decide, pending the review outcome, to uphold or waive the second week suspension, and/or issue a fine against the offending organization not to exceed $250.00. Such penalty may carry over to subsequent WOJFC seasons.

10.3.3.2 *2nd Infraction* — Will result in automatic suspension of the Head Coach and/or any members of the offending team coaching staff who are determined to be liable for such violation by the WOJFC for not less than 1 year and must apply for reinstatement, require meeting and documentation as described above, and the Executive Board
will decide if suspension should be for life and/or fine the offending organization not to exceed $500.00.

10.3.3.3 *6th Grade Violation Special Note*: Failure to comply with these requirements and/or violation at end of playing season will be reviewed by the Executive Board for an organizational fine not to exceed $500.00 and carry over such suspension penalty of up to two weeks the following regular season for the following year Head Coach and team at the offending grade level, if the offending coach does not return to coaching.

10.3.3.4 Not withstanding the above rules, any conduct by a coach and/or sideline personnel deemed to violate the spirit and or rule of the game or the stated purposes of the WOJFC is subject to review and potential adverse action by the Board of Trustees. The purposes of the WOJFC are: to provide a common affiliation of Pee Wee (Youth) Football organizations and teams in the WOJFC; foster and promote safety, welfare, growth, sportsmanship, fair play, and good citizenship among its participants; provide a uniform code of ethics and playing rules for the members; encourage and promote the growth of and participation in Pee Wee and/or Youth Football programs; administer to the common requirements of the member organizations and teams; provide a meaningful, memorable, and rewarding experience for the children who participate under the auspices of the WOJFC.

10.4 Mandatory Coaches Meeting

10.4.1 An annual meeting of all head coaches and the contracted football association Head Official will be held prior to the premier game of each year to discuss rules and procedures. Attendance is mandatory for all head coaches. Unexcused absence may result in disciplinary actions.

Article XI - General Practice and Game Rules

11.1 Team Practice

11.1.1 No instructional meeting or organized conditioning may start prior to the last Monday in July. The acclamation period for any player will be four (4) practice days without pads or player contact; the fifth practice day may be with full pads, but may not involve player contact. The helmet may be worn at any time at the discretion of the parent organization. (NOTE: Player contact is defined as: player-to-player contact, player to blocking pads or sleds of any type). Practice is limited to 2 hours per day/ 10 hours per week/ 5 day per week maximum until Labor Day. Practice must be conducted Monday through Friday only.

11.1.2 After the Labor Day holiday, practice is limited to three nights a week/ 2 hours per day/ 6hours per week.

11.1.3 The WOJFC prohibits its clubs, teams, and members from participating in any football practice, Scrimmage, game, or tournament outside of the WOJFC without prior approval by the WOJFC Board.

11.1.4 The WOJFC prohibits its clubs and teams from combining rosters to participate in any WOJFC or Non-WOJFC football practice, scrimmage, game or tournament without prior approval by the WOJFC Board. (Note: This rule does not apply to true 6th grade participants after their final WOJFC Tournament game.)

11.1.5 The WOJFC season for all its Clubs, Teams, and Members does not start until the last Monday of July and does not conclude until the completion of the WOJFC Tournament finals. (Note: This rule Does not apply to true 6th grade participants after their final WOJFC Tournament game.)

11.2 Scouting

11.2.1 Scouting in any form is prohibited by the WOJFC. If determined to be scouting, the first offense shall be a $250 fine and a one year suspension for all individuals involved. The second offense shall be a $500 fine And a lifetime ban from coaching in the WOJFC.

11.2.2 Scouting shall be defined as, but not limited to, the following:

1) The recording (in any written or electronic form) of another team's practices, warm-up's, or any games
2) Attendance at any game (other than your own) of any potential opponent at the same level at which you coach.
3) Soliciting for, or the accepting of, scouting information from other individuals. (i.e., asking others to provide scouting information on potential opponents.)
4) Exchanging of or accepting videotapes from other teams or individuals on potential opponents.

Exceptions to the scouting rule:

1) Any coach within an organization may attend any game of a "sister" team, i.e. another team within your own organization.
2) Any coach may request to attend a potential opponent's game provided that they submit that request in advance, in writing to the WOJFC no later than the WOJFC league meeting preceding the game and providing both the opponent's parent organization and the WOJFC approve the request.

The WOJFC recognizes that many organizations have Board members who are also coaches and perform duties for their respective organizations above and beyond their individual coaching duties. These

organizational Board Members (only those who were properly identified as such to the WOJFC as required at the beginning of each season) may attend any game at their own site or any game of their teams at away sites.

11.3 Protest

11.3.1 All game protests must be followed up in writing, accompanied by a $35.00 filing fee, and must be received by the Communications Officer by the first Monday after the infraction. A $10.00 investigation fee will be maintained by the conference with $25.00 going to the winner.

11.3.2 The loser of the protest will be charged $35.00 by the WOJFC.

11.3.3 Protest will be ruled on by the Executive Board with the involved Organization(s) and action taken as deemed necessary to assure the enforcement of the WOJFC Constitution, by-laws, and Playing Rules. The Executive Board reserves the right to refer all matters to the entire Board of Trustees for review and/or action as deemed necessary.

11.4 Forfeitures

11.4.1 The following violations could cause the forfeiture of a game or games in which a fine may also be levied, payable to the other involved organization to cover losses and or expenses as approved by the Board of Trustees. Fines and other possible penalties, including suspensions, are not limited to that playing year as determined by the Board of Trustees.

11.4.1.1 Any violation of player ineligibility (i.e., weight, age, grade, not on the roster, etc.).

11.4.1.2 Refusal to play a conference scheduled game, home or away. A fine may also be levied, payable to the other involved organization to cover losses and/or expenses as approved by the Board of Trustees.

11.4.1.3 A team is thirty (30) minutes (or more) late for a scheduled conference game. (Note: The game will not be called a forfeiture until after that 30 minute period has transpired and not before.)

11.4.1.4 Any other violation of the WOJFC Constitutions, By-Laws, Playing Rules, or other rules or regulations as determined by the Board of Trustees.

Article XII - Rulings

12.1 Rulings: This section does not apply to the 35-point rule covered under paragraph 10.3.3.

12.1.1 The WOJFC Board of Trustees has the power to reprimand, place on probation, suspend or expel any person, organization, or official that comes within the auspices of WOJFC for any length of time it deems appropriate. Each organization will be provided with a standard form for reporting infractions. The Representative of the organization penalized must report all “Unsportsmanlike conduct”, flagrant fouls, fighting, and “removal from game” penalties. This must be done in writing on the standard form and delivered to the Secretary or the Communications Officer by the first Monday following the infraction. A fine of **$25.00** will be levied against the penalized organization for each offense not reported. (The $25.00 fee must be given to the organization representative of the WOJFC who shall submit at the next WOJFC meeting)

12.1.2 Any individual suspended or expelled from any member organization shall also automatically be suspended or expelled for the same period by the WOJFC. The member organization must notify the WOJFC of all such actions. Said individual will be notified as such and shall have the right to appeal their suspension in accordance with Article V of these By-Laws.

12.2 Enforcement and Penalty

12.2.1 The Executive Board has the power to issue any of the disciplinary items specified in paragraph 12.1.1 above to any person, organization or game official that comes within the auspices of the WOJFC to assure enforcement of the Constitution, By-Laws, and Playing Rules of the WOJFC. Any expulsions, suspensions or probations (more than two weeks), or fines larger than $100.00 must be referred to the entire Board of Trustees for review and/or action as deemed necessary, unless said fine is specifically called for in the Constitution, By-Laws and/or Playing Rules of the WOJFC.

12.2.2 Member organizations within the WOJFC will be responsible for payment of any fines levied. All fines shall be processed and paid in accordance with paragraph 9.11 of these By-laws.

12.2.3 All rulings shall be in writing in a manner approved by the Board of Trustees.

Article XIII - Team Description

13.1 Conference Unit

13.1.1 The Conference shall consist of players from the 6th grade, 5th grade, 4th grade, 3rd Grade, and Bantam teams.

13.1.2 The 6th grade team shall consist of sixth (6th) graders and below who are not thirteen (13) years of age prior to September 1st of that playing year.

13.1.3 The 5th grade team shall consist of fifth (5th) graders and below who are not twelve (12) years of age prior to September 1st of that playing year.

13.1.4 The 4th Grade team shall consist of fourth (4th) graders and below who are not eleven (11) years of age prior to September 1st of that playing year.

13.1.5 The 3rd Grade team shall consist of third (3rd) graders and below who are not ten (10) years of age prior to September 1st of that playing year.

13.1.6 The Bantam team shall consist of second (2nd) graders and below who are at least five (5) but, not nine (9) Years of age prior to September 1st of that playing year.

13.2 Transferring Players

13.2.1 No player may move to a lower level team unless the WOJFC Executive Board approves that move. Any player who is moved to a lower team must not exceed that team's certification weight.

13.2.2 No player may move to an upper level team unless the WOJFC Executive Board approves that move. (Exception: Any player who is playing "up" prior to 2007 season may continue to play up for the Remainder of their WOJFC career. Once said player has played in the proper grade level they may no Longer move up without prior WOJFC approval.)

13.2.3 There will be no transferring of players from one team to another within the respective clubs unless said Transfer is clearly outlined in the club's respective By Laws in order for teams to retain a "Competitive Balance" within their organization. Said transfers must be approved by the WOJFC Executive Board.

13.3 3rd Grade Football Teams

13.3.1 Organizations may organize 3rd Grade teams under the jurisdiction of the WOJFC. A separate set of playing rules will apply to the 3rd Grade program.

13.4 Bantam Football Teams

13.4.1 Organizations may organize Bantam teams under the jurisdiction of the WOJFC. A separate set of playing rules will apply to the Bantam program.

Article XIV - Player Eligibility

14.1 Residence

14.1.1 A completed WOJFC physical / residency form is required of all players and must submitted in accordance with Article IX of these By-Laws. Players must reside inside the organization's authorized area, which is the public school district's boundaries at the time of the first scheduled WOJFC weigh-in unless the Board of Trustees has approved otherwise in accordance with Article III, Membership, of the Constitution. Once a player has properly registered and has remained on an organization's roster through its first scheduled conference game, he/she can remain with that organization throughout that season regardless of relocation provided that there was no violation of the residency rules when they completed the initial residency form.

14.1.2 Any waivers to the player's eligibility must be approved by a 2/3 majority vote of the Board of Directors and will be for a single season only. There will be no "grandfathering" of waivers to the residency rules.

14.2 Team Affiliation and Game Eligibility

14.2.1 A player may not play on two (2) different teams.

14.2.2 A player may not play in more than one game in the same week *except* during the postseason or in the case when a regularly scheduled game was postponed and approved by the WOJFC Executive Board.

14.2.3 A player/team may not play games outside of the WOJFC without prior approval from the WOJFC Board of Trustees.

14.2.4 No club may combine rosters in order to play in any game, inside or outside of the WOJFC.
(Exception: 6th grade does not apply to this rule upon completion of their final game)

14.3 Grade and Age Requirements

14.3.1 Refer to paragraph 13.1 for age and grade restrictions.

14.4 Weight Limits

14.4.1 All offensive players except offensive tackles, guards, and centers must be certified prior to competing in any Conference scheduled games. Any player who is not playing an offensive tackle, guard or center must be certified as a legal ball carrier. No offensive player can be designated so as to permit any overweight and/or uncertified player to either carry or advance the ball on offense. Any coach or organization doing so will immediately be placed on probation and must be reviewed by the WOJFC Board of Trustees for further action.

14.4.2 Certifications (Weigh-Ins) will be held on the second (2nd) Saturday after league practice begins. A hardship certification will be held on the Wednesday prior to the first regular season game. To qualify for the hardship certifications a number of conditions must be met. First, the number of players each individual team may bring to the hardship certification is limited to a maximum of twenty percent (20%) of the team's total roster, rounded up to the nearest whole person. Second, the Head Coach of each team requiring to utilize the hardship certification must provide a letter listing each player who will attend and the reason for missing the primary certification. This letter must be submitted to the League by the Monday prior to the primary certification on the second Saturday in August. In extreme cases, a Coach may make a request to exceed the 20% rule. This request must be in writing and meet the submission rules mentioned above, and then brought before the Board of Trustees for approval.

14.4.3 Recertification, for previously certified players only, will be scheduled between the third and fourth games of the regular season. There will be no hardship or make-up for recertifications. Any player missing recertifications will no longer be a certified ball carrier.

14.4.4 Certified ball carriers must weigh less than or equal to the maximum weight for their team level If a player fails to make the appropriate weight on his/her first attempt, said player cannot be certified as a legal ball carrier. Players will not be allowed to be weighed a second time. The weight range for the "Must Return" column are inclusive (i.e., a fifth grader who weighs between 100 and 105 lbs. must be recertified).

Player weights allowed:

	Maximum	**Must Return**
6th Grade Team	**120 pounds**	**115-120 pounds**
5th Grade Team	**105 pounds**	**100-105 pounds**
4th Grade	**95 pounds**	**90-95 pounds**
3rd Grade	**85 pounds**	**80-85 pounds**
Bantam Tackle	**75 pounds**	**70-75 pounds**

Only the players whose weight falls in the Must Return column have to be recertified on the date specified by the WOJFC.

14.4.5 Weight will be without any equipment. Players may not be weighed naked.

14.4.6 The Co-Chairman shall prepare completed team rosters for disbursement to all member organizations prior to the weekend of the first (1st) regular season games. Teams who have not submitted complete roster information will be subject to fines at the discretion of and as dictated by the WOJFC. Ball carriers may be utilized during the season only from properly completed entries as listed on such disbursed league rosters. Any waiver of this rule would require 2/3rd majority conference quorum vote. Failure to complete the roster will result in forfeiture of all games until the approved roster is submitted in accordance with Article IX, section 9.5 and Article IV, section 13.4.

14.4.7 At the annual WOJFC weight certifications all teams must present a completed WOJFC official team roster form in accordance with Article IX, section 9.5.

14.4.8 If a player's jersey number changes after the official WOJFC certification day, that change must be forwarded to any Executive Board Member, who must forward the change to all member organizations in writing.

14.4.9 All head coaches must inform all opposing teams prior to the start of any and all official WOJFC schedule games of any and all jersey number changes that occurred after the official WOJFC certification day. Failure to properly notify opponents of any jersey number changes could be cause for review by the WOJFC Board of Trustees and forfeiture of game or games, and action taken as deemed appropriate by the Board of Trustees.

14.5 Acclamation Period

14.5.1 The acclamation period for any player will be four (4) practice days without pads or player contact; the fifth practice day may be with full pads, but may not involve player contact. The helmet may be worn at any time at the discretion of the parent organization. (NOTE: Player contact is defined as: player to player contact, player to coach, player to blocking pads or sleds of any type as stated in Ohio High School Rules.) High school football camps, promotional camps, or other sports' practices do not count toward the acclamation period.

14.5.2 The maximum practice time permitted during the acclamation period and prior to Labor Day is 2 hours per day and up to 10 hours per week.

Article XV - Official's Responsibilities

15.1 Annual Meetings

15.1.1 An annual meeting of all game officials and all head coaches will be held prior to the premier game of each year to discuss rules and procedures. Attendance is mandatory for all head coaches. Unexcused absence may result in disciplinary actions.

15.2 Assignment

15.2.1 No officials will be assigned to one specific organization. All officials will rotate games within their respective divisions. A list of all crew's and telephone number is to be forwarded to the WOJFC Secretary before the first official game each season.

15.3 Conduct

15.3.1 All game officials will conduct themselves in a professional helpful and cooperative manner. All coaches will treat officials with the proper respect and cooperation to ensure that the participants receive proper supervision. Officials are an extension of the coaching staff and should help with the educational aspects during the game. Obviously, they must maintain a neutral attitude at all times. Game officials will discuss player problems or conduct of player with the coach on the field prior to the discussion with player. All officials will be asked to sign in prior to the start of the first game of the day, listing their name and crew number. This will be done on the game reporting form. Each parent organization will make the form available to the officials at the press box or concession stand. When a coach is removed from a game by a game official, the game official must complete a game report form and submit it to the WOJFC Rep at that site on the date of the infraction at the conclusion of that game. If necessary, the crew leader and or game official responsible for writing the infraction shall come to the next WOJFC scheduled meeting to discuss the events that lead to the coaches removal. The game officials check will be held and the official shall not be scheduled until that official appears at a WOJFC meeting.

15.3.2 The WOJFC Chairman in conjunction with the Head League Official and/or WOJFC Executive Board in Conjunction with the Head League Official have the power to: issue a reprimand, place on probation, And/or suspend a Game Official for misconduct at any time. In addition, the Head League Official alone Has the right to: issue a reprimand, place on probation, and/or suspend a Game Official at any time.

A.) Conduct issues concerning Coaches, Sideline Personnel, Players, Spectators, and Game Officials must Be written on a WOJFC game report form and submitted for review at the first WOJFC regular Scheduled meeting following that event.

B.) In situations that require immediate action against an Official, the WOJFC Rep or WOJFC acting field Rep is required to call a time out via the Head Coach from either team; **(time out will not be charged to the Head Coach)**, the WOJFC Rep or acting WOJFC Field Rep will then gather the Game Officials together and contact the WOJFC Chairman and or the Head League Official. The WOJFC Chairman will gather information from the WOJFC Rep and Game Officials then contact the Head League Official to discuss the situation. The Head League Official will Contact the Game Officials to confirm the information gathered and give them instructions. The WOJFC Chairman will contact the WOJFC Rep to give further instructions. **(In the event the WOJFC Chairman is unavailable the WOJFC Co-Chairman is to be contacted.)**

C.) Game Officials must remember that they are under the auspices of the WOJFC and shall act in Accordance with the OHSAA and WOJFC Guidelines, in addition Game Officials are required to be Approachable by the Head Coach and/or a WOJFC Conference Reps and/or a WOJFC Executive Board member. If a Head Coach and/or a WOJFC Rep and/or a WOJFC Executive Board member requires a conference with the Officials during a game, a time out must be taken by either Head Coach. Coaches may ask questions regarding rules and rules interpretation for clarification **(Head Coach could be charged with a timeout)**. WOJFC Reps and/or WOJFC Executive Board members may address Game Officials about, but not limited to, rules, rules interpretation, safety issues, information regarding that game or information for the good of the WOJFC **(Head Coach calling time out will not be charged with the time out).**

D.) ****Special Note**** A Head Coach and/or WOJFC Rep and/or WOJFC Executive Board member cannot call for an Officials conference to discuss a judgement call by an Official.

E.) WOJFC Executive Board members and/or WOJFC Reps, Game Officials, and Head Coaches are directed to defuse all potential situations that may become volatile.

15.3.3 Executive Board members, WOJFC conference reps and acting WOJFC field representatives are not subject to ejection from games unless their behavior is deemed unsafe or appears to promote a potential volatile situation for the players, coach, sideline personnel or fans. If this person is participating as a coach, team mom or statistician then they may be removed from such duties.

15.4 Compensation

15.4.1 For the current playing season, reimbursement per official shall be $35 per game.

15.4.2 Three (3) state licensed officials should be present to start a game. If there are at least two (2) officials, the game will be played. The home team must immediately notify the Communications Officer of any no-shows or late officials. Game officials will be assigned from one (1) or more associations contracted by the Board of Trustees. Officials arriving late shall receive game fees as follows; whole game $35, 3 quarters $26, 2 quarters $18, 1 quarter $10. Officials that remain for an entire game, forfeit, or rainout shall receive full game fees (game between games.)