

# WESTERN OHIO JR. FOOTBALL CONFERENCE BY LAWS

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## Introduction

Wherefore the following are the By-Laws for the Western Ohio Jr. Football Conference, hereinafter WOJFC, as adopted by the Board of Trustees. All member organizations have agreed by their participation to abide by the same. The By-Laws are meant to work in unison with the Constitution and Playing Rules. None of the powers, rules or obligations herein limit the powers, rule and obligations provided for in the Constitution or Playing Rules. Failure to comply with the Constitution, By-Laws or Playing Rules herein could subject the offending organization/party/officer/trustee to discipline and sanctions.

## Article I: Discipline and Sanctions

**1.1 Authority** The WOJFC Board of Trustees AND the WOJFC Executive Board have the authority to issue disciplinary sanctions to anyone for actions or inactions deemed inappropriate and/or detrimental to the WOJFC, its member clubs and/or their members that come under or within the auspices of the WOJFC as well as individual(s) who attend or visit WOJFC activities/functions. Disciplinary sanctions including, but not limited to, expulsions, suspensions, probations, reprimands, warnings, and fines may be issued as deemed necessary to enforce the Constitution, By-Laws, or Playing Rules of the WOJFC as written and/or implied. Sanctions must be imposed and issued to the corresponding organization to impose. Sanctions set forth by the WOJFC Executive Board can be overturned by a vote equal to two-thirds (2/3) majority of the current Board of Trustees.

**1.2 Temporary Suspensions** A coach and/or sideline personal can be issued a temporary suspension by a WOJFC League Representative and/or a WOJFC Executive Board Member for actions or inactions deemed inappropriate and/or detrimental to the WOJFC, its member clubs and/or their members that come under or within the auspices of the WOJFC. The suspended coach and/or sideline personal are required to appear at the next regular scheduled WOJFC meeting. The WOJFC Board of Trustees will review and determine a final decision. Organizations must submit a separate game report for all non-game incidents.

**1.3 Procedure** Each organization will be provided with a standard form for reporting any infractions. The Host Site Representative must report all Infractions of misconduct to the WOJFC. This must be done in writing on the standard form and delivered to the WOJFC Competition Director or the Communications Officer by the first Monday following the infraction. In addition, the infraction must be emailed to [info@wojfc.org](mailto:info@wojfc.org) and cc to the club of the person(s) involved in the infraction. Notifications must take place no more than 12 hours after the infraction occurred.

**1.4 Fines** 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. 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

**1.5 Parallel Suspensions** 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 VII of these By-Laws.

**1.6 Board Review and Fines** 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. Member organizations within the WOJFC will be responsible for payment of any fines levied. All fines shall be processed and paid in accordance at the next League Meeting. All rulings shall be in writing in a manner approved by the Board of Trustees. Furthermore, at the discretion of the Board of Trustee and/or the Executive Board a review of a disciplinary action to confirm that the discipline was complied with may be made. If the mandated discipline was not complied with then the Board of Trustees and/or Executive Board will re-visit the issue and determine whether further action should be taken,

## **Article II: Board of Trustees & Executive Board Responsibilities**

**2.1 General Duties** 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:

- a. Act on committee reports.
- b. Establish a bank account for disbursement of funds and bonding insurance for all those Executive Board positions that handle league funds
- c. Authorize the payment of financial obligations.
- d. Approve all purchases that exceed (\$200.00), agreements, and/or obligations which will bind the WOJFC.
- e. Rule on members that are said not to be in good standing.
- f. 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.

**2.2 Conduct** WOJFC Executive Board Members and/or WOJFC Reps are held to a HIGHER STANDARD. If a WOJFC Executive Board Member and/or League Reps are ejected from a game in which they are coaching. They will be required to leave the field for the duration of the game he/she was ejected from. Once the game has ended that WOJFC Executive Board Member and/or League Rep may return to his/her duties. A WOJFC Executive Board Member and/or League Rep that is ejected from a game for violation of Coaches Code of Conduct will be suspended for one week on top of the automatic one week suspension and could be subject to

expulsion from the WOJFC. Any Un-sportsman like conduct penalty's given to a WOJFC executive Board Member and/or WOJFC League Rep will accumulate against that Executive Board Member and/or WOJFC League Rep. Any WOJFC Executive Board Member and/or WOJFC League Rep who is involved in conduct deemed detrimental to the WOJFC, can and will be disciplined up to and including expulsion from the WOJFC.

### **Article III: Meeting & Voting**

**3.1 Meeting Attendance:** Attendance for all member organizations as well as Executive Board members is mandatory at all WOJFC meetings. A warning will be issued for an organization's second (2) unexcused absence (i.e. no representative was present for the WOJFC meeting). A fine of \$25.00 shall be assessed for a third (3) unexcused absence in a given year. In addition, a one (1) year organizational probation period 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 who have two unexcused absences will be brought up for review for possible impeachment and an interim Board member will be selected until such review is complete. If all required members are not present then no official business may be conducted until a quorum is met. A quorum is defined as a minimum of two-thirds (2/3) of the Board of Trustees voting membership of members in good standing at time of meeting. If a quorum exists then official business will take place without the missing members. Any action that calls for a vote will be conducted without their respective votes.

**3.2 Function Attendance:** Attendance of all member organizations must be represented at all WOJFC functions from start to finish. This includes, but is not limited to weigh-ins, coaches meetings, etc. Any organization not in attendance will be fined (\$50.00) Failure to pay said fine within two weeks shall result in the organization being classified as a member that is NOT in good standing. An organization may ask for an approved absence in advance and if approved by BOT no fine will be levied.

**3.3 Attendance Defined** For purposes of attendance the following rules shall be applied: Any organization arriving more than thirty (30) minutes late to the start of a meeting or function or departs more than thirty (30) minutes prior to the conclusion of a meeting or function, shall be considered absent. Each organization must actively participate in all said functions to be considered present. Attendance will be reported at all meetings and functions.

**3.4 Special Meetings** The Chairman shall call special meetings when deemed necessary. The Communication Officer shall notify all members of any, dates, times and locations of said meetings. (24 Hours' notice is required before enforcement of fines for absent members.)

**3.5 Scheduled Conference Meeting Dates** The Board of Trustees shall hold monthly meetings on the second Monday of each month during the offseason (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.

**3.6 Meeting Topics** 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.

**3.6.1 January - March** During the January to March meetings, introduction of new League Reps for the upcoming season will be done by the prior season League Reps. Expectations, requirements and goals for the upcoming season shall be discussed. If New Membership proposals/applications have been received, those proposals/applications shall be presented to the membership. The membership shall be instructed to review the WOJFC Constitution, By-Laws, and Playing Rules for proposed changes and/or additions, and those changes must be submitted in writing via email to the Secretary of the WOJFC before the February scheduled meeting.

**3.6.2 February – March** During the February to March meetings the Constitution, By-Laws, and Playing Rules shall be reviewed along with any suggested changes received by the WOJFC Secretary. In addition, the WOJFC Secretary shall report on and provide copies of all proposed changes to the Constitution, By-Laws, and Playing Rules. If deemed necessary, the various committees shall be formed during this meeting. The Board of Trustees shall review any proposals for new membership to the conference.

**3.6.3 March - April** During the March to April meetings the Board of Trustees shall vote on all additions and/or changes to the Constitution, Bylaws, and Playing Rules. 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 shall be voted on prior to the close of this meeting, (Secret ballot upon request by Board members).

**3.6.4 May - June** During the May - June meetings, variances shall be submitted, discussed and voted on, if necessary. Any request for a waiver or variance on any WOJFC rule must be submitted in writing via email and received by the Secretary no later than the 48 hours prior to the beginning of the June meeting. The number of teams each club will have at each grade level for the upcoming season are due at this meeting. After the June meeting no new or variations to the approved season Constitution, By-Laws or Playing Rules can be submitted unless to follow State or Federal mandates governing youth sports or safety issue.

**3.6.5 July** During the stated July meeting the preliminary schedules for all levels should be presented for discussion and possible vote. All maps, certification dates, and other matters pertaining to the season should be resolved at this meeting. 14 days prior to the start of the first season game, the season schedule must be approved. All home game conflict dates must be submitted by the June meeting.

**3.6.7 October** Not later than the last meeting in last week of the regular season, the tournament schedule should be submitted for discussion and possible vote, (Sites pending).

**3.6.8 December** During the December meeting: Election of Executive Officers.

**3.7 Meeting Visitors** Meetings of the WOJFC are limited to the Executive Board, Current League Reps, Current Alternates and Current Club Presidents on the current year Board of Trustees Roster for each organization. If the Current the League Rep, Current Alternate and/or Current Club President are all in attendance one of them must be designated as the spokesperson/voting member for their club. Only one representative from each club shall be permitted to speak for their club. Other individuals may request to attend a meeting. Request must be submitted through the Club League Rep, alternate Club League Rep, the Conference Website via e-mail to [info@wojfc.org](mailto:info@wojfc.org), 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.

**3.8 Voting Members** A voting member is defined as one (1) voting League Representative from each Member Organization to the WOJFC. Absentee 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 or function. 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.

**3.9 Voting Requirements** Any changes to, additions to, variances and/or waivers to the Constitution, By-Laws or Playing Rules requires a vote equal to two-thirds (2/3) majority of the current Board membership. Unless otherwise specified herein, all other business before the Conference, including playing rules, requires a simple majority vote of a quorum. Abstention by any voting member of the WOJFC is not permitted during any vote taken, however if an organization is not in attendance, yet business is being conducted because a quorum exists, that respective vote(s) will not be taken into account on either side of a two-third (2/3) or simple majority vote.

### **3.10 Order of Business**

- a. The Chairman shall call the meeting to order.
- b. The Secretary shall take attendance and make a determination of quorum.
- c. The Sergeant-at-Arms shall announce all visitors and their business before the Board.
- d. Visitor(s) Presentations
- e. The membership shall review and correct, if necessary, the minutes of the previous meeting.

- f. The Treasurer shall provide a written financial report at each regularly scheduled monthly meeting.
- g. New Membership/Sponsorships and Election of Officers (if applicable)
- h. All Committee(s) shall provide a report of their activities at the next league meeting.
- i. Old Business
- j. New Business
- k. Game Reports
- l. Comments for the Good of the League
- m. Adjournment

**3.11 Meeting Decorum** 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 IV: Removal of Officers/Members/Trustees**

**4.1 Impeachment** 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. 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.

**4.1.1 Safeguard for League Representatives** Once appointed, a League Representative must act on behalf of the best interest of the WOJFC as a whole, even doing so may result in an adverse decision towards his/her own member organization. Therefore, once a League Representative and alternate (when necessary) are established for the year by his/her organization, said party can only be removed, suspended, or otherwise disciplined by the WOJFC Board of Trustees. Any actions, by their club, towards Reps that could be deemed retaliatory in nature, will not be tolerated. Failure to adhere to this policy could result in possible sanctions against the offending club. Member Organizations may follow the Impeachment procedures listed in Section 4.1 if said Organization finds it necessary.

#### **Article V: Conference Responsibilities**

**5.1 General WOJFC Responsibilities** The WOJFC shall Provide uniform playing rules, develop and approve game schedule for the season and contract for game officials. Note: the home organization is responsible for payment to all home game officials.

**5.2 Game Scheduling** There will be no less than eight (8) regular league games per season, including a potential Premier Week, unless participating team numbers require that a bye be scheduled for a given week.

**5.2.1 Specific Times For Games** 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 3:00pm

**5.2.2 Changes in Game Times** Hosting organizations have the authority to alter game start times, within reason, when necessary. They will give opposing teams and the Competition Director a recommended 7 days advance notice. Organizations will be subject to sanctions if less than 48 hours of notice is given.

**5.2.3 Daylight Savings** Games played after the change to daylight savings times (for “Day” schedules only) will start one hour earlier than specified above.

**5.2.4 Procedure and Timing Before and Between Games** 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. 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. All pre-recorded “Introductions” of Football Players and Cheer Squads are limited to a combined maximum time limit of 2 minutes. Pre-recorded Introductions longer than maximum time limit of 2 minutes, will be turn off at the 2 minutes and 30 seconds mark.

\*SPECIAL NOTE: Clubs having special events “Parents Day” must notify the visiting Club and the WOJFC a minimum of one week in advance of the event, so game times can be adjusted accordingly. All Parent Day ceremony awards and pictures must be done prior to half time announcements.

**5.2.5 Change of Schedule** Game date and/or start time changes will be scheduled by the WOJFC Chairman and the Head League Official in conjunction with the League Rep for those clubs involved.

**5.3 Awards** The Conference awards must be approved by the WOJFC Board of Trustees. The WOJFC will not recognize an individual player for any awards or trophies, except the WOJFC finals

## **Article VI: Duties of Member Organizations**



**6.1 Organizational Board** Each Member/Organization is required to have their own respective governing/organizational board. All Board Members for each club within the WOJFC 18 years old and older are required to complete and pass an annual background check and must agree to and abide by the WOJFC Coaches, Board Member, and Sideline Personnel Code of Ethics prior to the start of that season. The Code of Ethics is available for review on the WOJFC Web site; [www.wojfc.org](http://www.wojfc.org). In order to serve in any of the above capacities must an individual must have complied with the State of Ohio Department of Job and Family Services Prohibitive Convictions and Rehabilitation Standards. (see <http://jfs.ohio.gov/cdc/docs/BCIIIInfo2017.stm>)

**6.2 Board of Trustee Member** Each organization is responsible for appointing a League Representative to serve of the WOJFC Board of Trustees. Said Representative provided by each organization must also serve as an active or associate member of his/her organization. Each member organization is responsible for the conduct of its representative at all WOJFC meetings.

**6.3 Administrative Requirements** Each Organization must provide a current and complete Board Roster and a copy of their organization's Constitution and By-Laws and proof of insurance to the WOJFC not later than June meeting of each year. Additionally, 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 meeting of each year. Failure to provide this by the deadline could result in the suspension of the organization from play for the entire upcoming season.

**6.4 Conduct** 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. During regulation playing time of all WOJFC scheduled games, 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.

**6.5 Physicals** All players must pass a physical examination by a licensed person as recognized by the OHSAA, prior to participating in any physical activity. Completed 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. If an organization is found to have players participating in physical activity before a valid physical exam is completed the organization will be fined (\$50.00) per occurrence and may be banned from premier and post season play. Additional fines or suspensions including probation may be administered by Board of Trustees

**6.6 Rosters** Each individual team must fully complete the WOJFC provided team and sideline rosters to their Club's League Rep/Alternate Rep. The League Rep/Alt Rep will submit all rosters to the WOJFC for his/her Club to rosters@wojfc.com. The roster will list all certified and uncertified players. That roster shall list each player on that team in numerical order only based on each individual player's assigned jersey number, followed by their name, street address, zip code, grade level during that playing season, birth date, and phone number. Each player's individual physical form, and birth certificate 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. Each individual organization must keep a copy of the birth certificate and physical form on file for each player for one (1) year.

**6.6.1 Timing and Penalties** Rosters, physical and birth certificates, completed and arranged in the order specified in paragraphs above, must be submitted to the WOJFC at the time of the paperwork checks. Any member organization failing to submit the roster and/or forms as specified may be fined \$10.00 per infraction. Fines must be submitted 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.

**6.6.2 Final Rosters/Eligibility** The Communications Officer 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. 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 the Head game official, the Head Coach of the opposing team, WOJFC Conference Rep or Executive Board Member at any time. Any player not properly identified on the roster as ball-carrier eligible cannot participate in such a position, with violations subject to sanctions imposed by majority vote of a quorum. Any player not listed on the approved roster cannot 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 names, or such players may not participate in the remainder of the game. If the organization cannot produce the roster after 5 minutes, the onsite Master Copy will be reviewed by a Board member to make a final determination of the player's eligibility. No new players can be added to the team's roster after the first weigh-in of the current year. If eligibility is an issue during an actual game, refer to the Playing Rules for appropriate action.

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

**6.6.4 Sideline Rosters** Official team sideline rosters shall be limited to 10 individuals. If an individual is not listed on the sideline roster, that individual cannot be on the sideline. All sideline personnel must be certified by the Heads Up Football (HUF) and must have a current, approved, Background Check performed through the WOJFC. There is an exemption to the sideline roster for two guests per game. The rule for guests includes high school coaches and/or high school players and not for coaching or instructional purposes.

**6.7 Weigh-Ins** At the annual WOJFC weight certifications all teams must present a completed WOJFC official team roster form. All players are required to weigh-in at the WOJFC weigh-ins to be certified prior to competing in any Conference scheduled games. All non-ball carrying players that are NOT certified to carry the ball will receive a sticker from the WOJFC. This sticker will be used by Players, Coaches and Officials to determine the players ineligible positions. Players must weigh-in with a minimum of a shirt, shorts and shoes. Players must be dressed to weigh-in upon entering the weigh-in facility. There will be no PUBLIC RESTROOMS available during Weigh-ins.

\*\* Special Note (1): Once a player has entered the facility the player WILL NOT be permitted to REMOVE additional clothing or shoes.

\*\* Special Note (2): A Player is only permitted to step on the scales one time during the weigh-in to determine their weight.

**6.7.1 Logistics** Weigh-Ins will be held on the second (2nd) Saturday after league practice begins at a location designated by the WOJFC.

\*\*Special Note: Players who do NOT weigh-in at the WOJFC weigh-ins are eligible to participant but cannot play in a Ball Carrying Position and will be stickered accordingly. There are NO hardship weigh-ins!

**6.7.2 Recertification:** Recertification, for previously certified players only, will be scheduled the 1st week of the post season tournament following the last game of the regular season. It is mandatory for any player who was originally certified with-in 8 pounds of ball carrying weight to show up and be re-certified (Example max weight for 6th grade 125 player weighs 117lbs, player must come back and be recertified). If a player does not attend the recertification he/she will be automatically a “pink sticker” player for the remainder of the season. On recertification, player may be escorted by any representative of the organization. There will be no hardships or make-up for recertification.

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**6.7.3 Maximum Weight** 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. Player weights allowed:

**Maximum Weights Per Grade**

**6th Grade - 125 pounds**

**5th Grade - 110 pounds**

**4th Grade - 100 pounds**

**3rd Grade - 90 pounds**

**Bantam Tackle - 75 pounds**

**6.8 Game Day Field Requirements** The Member's field must be ready for play as prescribed by the O.H.S.A.A. rules and the WOJFC Constitution. A PA system must be available to announce all games. Each organization must provide appropriate spectator facilities such as parking, concessions, and area for seating at game sites. Each organization shall read the WOJFC Board approved pre-game sportsmanship announcement before every game. Roster, minimum play sheet and pink stickers will be checked by Site Rep for that game site. Home team will be checked no later than 30 minutes prior to official start time. Visiting team will be checked no later than 20 minutes prior to official start time. Any player arriving after roster check may be approved for play by Home Site Rep. approval must be prior to coin toss.

**6.8.1 Inspection and Compliance** Each member organization's site may 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 place prior to the third Monday in July of that playing year. All member organizations have until the first Sunday in August to be in full compliance with these standards or they could face loss of all home games for that season.

**6.9 Admission Fees** All clubs shall implement a mandatory fee of \$3.00 per person as an admission fee for all games. This fee applies to everyone except PLAYERS, CHEERLEADERS, CHILDREN UNDER 5, AND OFFICIALS, all other spectators, including coaches, are required to pay for admission to each game site. Organizations have the authority to issue passes for volunteers of their choosing for home games/site(s) only. Passes are non-transferrable and as such should include pass holders names.

**6.10 Reporting Scores** Each organization's WOJFC representative (or designated person) of the host organization must report the game scores and incident reports 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 \$10.00 fine per game day for each failure to report. Tournament scores are to be called in by the end of that day's games.

**6.11 Dues** WOJFC dues/fees are to be paid on a per team (not grade) basis. Currently dues/fees are set at \$125.00 per team, however at the March meeting, the Board of Trustees shall vote on the price of membership dues and shall also set the fees for the game officials.

**6.11.1 Timing and Deadlines** All Clubs participating in the upcoming WOJFC season must pay the equivalent of 50% of the prior year team fees at the January WOJFC meeting. The balance of the team fees for each Club must be paid at the June WOJFC meeting.

\* Failure to pay the initial 50% team fees at the January meeting will result in the loss of membership rights until the fees are paid.

\* Failure to pay the remaining balance by June WOJFC meeting will result in that organization being fined and/or removed from the game schedule. No monies will be refunded if a team is dropped from an organization after the season schedule is approved.

**6.12 Team Composition** Each organization is responsible for making every effort to ensure that multiple teams in the same grade level are split evenly in terms numbers AND skill level. "Stacking" or creating an environment where an organization it coaches or members, in effect, create 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.

**6.12.1 Continuity** All participants playing in WOJFC, when selected to a specific team shall remain as a member of that particular team for the duration of their career in the WOJFC. Changes in team, (unless in special circumstances and or circumstances involving either contraction/expansion of number of teams), must first be approved by their respective clubs and then by the Board of Trustees by 2/3 vote.

**6.13 Equipment** 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. It is responsibility of each club to insure quality standards are met and enforced meeting NOCSAE requirement for all Helmets.

## **Article VII: Appeals**

**7.1 Definition** Appeal is a request by a member club of the WOJFC to change or alter a previous decision set forth by the WOJFC, its representative and/or its Board of Trustees.

**7.2 Procedure** Said Appeal must be approved by the petitioning Club board, prior to notification of intent to appeal. Notification must be made to [info@wojfc.org](mailto:info@wojfc.org) 48 hours prior to the next WOJFC meeting. If the above requirements are met the appeal will be presented by that club's League Representative. In order to reverse a decision the appeal will require a simple majority vote.

**7.3 Finality** There is "ONLY" one appeal per WOJFC Board of Trustees decisions. Once an appeal has been heard and a second decision rendered, the WOJFC decision is final and no further appeals or "Reductions" of sanctions will be permitted.

**7.4 Fee** An appeal processing fee of \$200 in the form of a check from the appealing club must be presented by the League Representatives on behalf of his/her club prior to the appeal being heard by the WOJFC. If the original decision is overturned the \$200 fee may be returned to the member club

## **Article VIII: General Organizational Information**

**8.1 Organizational/Member Renewal** Membership in WOJFC for active organizations/members, not on probation, shall automatically renew annually unless the club is on aforementioned probation, removed from the WOJFC, or requests to leave the WOJFC. Request to leave WOJFC must be submitted in writing to the WOJFC Board 30 days prior to final schedule being released.

**8.2 Fiscal Year and Calendar Week** The fiscal year of the WOJFC will be January 1 to December 31. A calendar week begins 12:01am on Tuesday and continues through the next Monday at midnight.

**8.3 In-Season Dates** The WOJFC season for all Clubs, Teams, and Members does not start until at least the second to last Monday of July. The specific date each year will be set by the Executive Board. The season does not conclude until the completion of the WOJFC Tournament finals.

## **Article IX: Coach Responsibilities**

**9.1 Certification** All WOJFC Coaches including the Head Coach are required to complete and receive certification from the USA Heads Up Football (HUF) prior to Contact with any Player(s) and must maintain his/her membership with the NYSCA throughout that WOJFC season and complete certified Concussion Course every 3 years. All WOJFC member organizations "Clubs" must provide, prior to or during the first weigh-ins, proof of HUF certification for all coaches within their organization "Club".

**9.2 Background Checks/Code of Ethics** All WOJFC coaches including the Head Coach and Sideline Personnel, for each club within the WOJFC 18 years old and older are required to complete and pass an annual background check and must agree to and abide by the WOJFC Coaches, Board Member, and Sideline Personnel Code of Ethics prior to the start of that season. The Coaches Code of Ethics and Coaches Code of Conduct and Fan Code of Conduct is available for review on the WOJFC Web site; [www.wojfc.org](http://www.wojfc.org). In order to serve in any of the above capacities must an individual must have complied with the State of Ohio Department of Job and Family Services Prohibitive Convictions and Rehabilitation Standards.  
(see <http://jfs.ohio.gov/cdc/docs/BCIIInfo2017.stm>)

**9.3 Conduct** The head coach is responsible for all sideline personnel conduct. 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, as described in the WOJFC Constitution, is subject to review and potential adverse action by the Board of Trustees.

**9.3.1 Banned Objects** Umbrellas, clipboards, binders, or any hardened objects are not allowed on the field during play. Use of electronic device on the field is not permitted unless by medical personnel or law enforcement.

**9.3.2 Penalties for Inappropriate or Unsportsmanlike Conduct** This is to notify each Coach or Sideline Personnel of any WOJFC player at any WOJFC event or game, that if they receive an Unsportsmanlike Penalty, they will not attend any team practice for two days. They will sign a new Coaches Code of conduct and that contract will also be signed by the Organization President. They must submit the contract to the WOJFC Competition Director within 5 days of penalty. The coach can't attend a practice or game until this is accomplished. (For organizational reasons, this will be known as a **1A suspension**)

If the same coach or Sideline Personnel receive an additional Unsportsmanlike Penalty during another contest in the same season they are immediately suspended for one Week. They will take the NFHS on-line course for "Teaching and Modeling Behavior" course, 14-2 of OHSAA rules which must be completed no later than 12 days from time of ejection and can be taken at [www.nfhslearn.com](http://www.nfhslearn.com). They will pay all costs associated with the course. They will sign a new Coaches Code of conduct and that contract will also be signed by the Organization President. Contract and certificate of completion from the on-line course must be submitted to the WOJFC Competition Director within 12 days of removal or ejection. You may not attend any WOJFC event until all requirements are met within this paragraph. They must submit the contract to the WOJFC Competition Director within 12 days of the penalty. (For organizational reasons, this will be known as a **1B suspension**)

**9.3.3 Multiple Infractions (within same game)**

If a coach is removed or ejected from any WOJFC event or contest you are not allowed re-entrance to any WOJFC event the rest of the day. They are suspended from any WOJFC event for 12 days, they are to follow 14-2 of OHSAA Rules and Regulations. They will take the NFHS on-line course for "Teaching and Modeling Behavior" course, which must be completed no later than 12 days from time of ejection and can be taken at [www.nfhslearn.com](http://www.nfhslearn.com). They will pay all costs associated with the course. They will sign a new Coaches Code of conduct and that contract will also be signed by the Organization President. Contract and certificate of completion from the on-line course must be submitted to the WOJFC Competition Director within 12 days of removal or ejection. You may not attend any WOJFC event until all requirements are met within this paragraph. (For organizational reasons, this will be known as a **1C suspension**)

If any coach or sideline participant after receiving an ejection receives any additional Unsportsmanlike Penalties during any WOJFC contest they will be suspended for 2 games. Coach will receive a letter from WOJFC Board which will determine any disciplinary status for remainder

of season. This is to notify each Coach or Sideline Personnel of any WOJFC player at any WOJFC event or game. (For organizational reasons, this will be known as a **1D suspension**)

**9.3.4 Multiple Infractions (within same season)** If any Coach or Sideline Personnel, of any WOJFC player, attending any WOJFC event or game, is removed or ejected from a WOJFC event for a second time within the same season. They will be suspended from coaching any WOJFC game for the remainder of the season and tournament. No appeal can be requested by either the organization or individual for an ejection. The following season the individual may apply for re-instatement to coach in the WOJFC. They must submit an application in no less than 100 words, what they are doing to prevent any future bad behavior. They must also submit a \$50.00 re-instatement fee. They must get a letter from the Organization to which they belong, that the Board of that organization has approved them for re-instatement as a coach for that organization. The application, fee and Organizational letter are submitted to the WOJFC Competition Director. A date will be scheduled for them to attend a WOJFC Board Meeting and present their case for re-instatement. (For organizational reasons, this will be known as a **1E suspension**)

**9.3.5 Parents/Guardians/Family Members/Fans** All organizations shall inform all parents, legal guardian, family member, and fans of the Parent Code of Conduct and the effect that being ejected from a game could cause. Parent Code of Conduct is on the WOJFC.org web site. (For organizational reasons, suspensions under this clause will be known as a **1F suspension**)

**9.4 Sportsmanship (34 point rule)** Coaches are responsible for teaching sportsmanship through example. As such each team in the bantam through 4<sup>th</sup> grade divisions, shall ensure that they never lead in a game by more than 34 points. Any 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 may be levied against the offending organization. Failure to appear will result in an automatic 1-year suspension to the Head Coach.

*It is important to note that the point rule does not apply to the 5<sup>th</sup> or 6<sup>th</sup> grade division. However, WOJFC still encourages all clubs and teams to follow good sportsmanship.*

**9.4.1 Suspension For Violations** Violating this rule will result in a suspension for the head coach of 2 weeks, and a second violation will be 6 games and will carry over to following season. If this rule is violated during the tournament HC is suspended for remained of tournament.

**9.4.2 Defensive Touchdown Exception** For teams in the bantam through 4<sup>th</sup> grade divisions, all defensive scores that happen when any team is ahead on the score between 29 and above in points, will not count toward the 35 point rule. The extra point on any of the defensive scores



will not be performed. At all grade levels any time the score exceeds 29 point difference the team behind may have a coach on the field for offense and defense.

**9.5 Mandatory Coaches Meeting** An annual meeting or video for all head coaches and the contracted football association Head Official will be held prior to the first game of each year to discuss rules and procedures. Attendance or viewing is mandatory for all head coaches, however each organization has the right and option to hold a mandatory meeting for the rules video. There will be a fine of \$50.00 for each HC's that fails to attend or view video. If any of the Executive Board members is notified in advance of a HC's inability to attend, the fine may be waived.

**9.6 Minimum Plays Requirement** Each head coach is responsible for ensuring that every healthy, non-injured player, who is free from team/organizational discipline, receives a minimum of 5 plays per half. Prior to the 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. Non-contact plays such as kicking on PATs, taking a knee, field goal attempts, and punts at 4th grade (and below) or victory formations do not constitute a play. Each team will complete, sign, and turn-in a league provided play-rule verification form at the conclusion of each game. The form must be signed by league representative or designated representative of that site. Failure to turn in your White copy of the Minimum Play Sheet immediately following the conclusion of your game will result in an automatic 1 week suspension for the Head Coach for the first offense, and a one year suspension for a subsequent offense. This rule is subject to additional disciplinary action by the WOJFC Board of Directors.

**9.6.1 Tracking an Opponent** If a team wishes to track the Minimum Play Rule of your opponent, the head coach 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. The 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. The representatives 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), said copy must also be signed by the league representative or designated representative of that site. The coach should keep the remaining Yellow copy for his own records

**9.6.2 Failure To Comply** For every box not checked on the official WOJFC Play Sheet a presumption is created that said player(s) did not meet the minimum play requirement. It is merely a presumption to avoid discipline for coaches/organizations who simply made clerical errors. At said time as the presumption is created the offending organization/team/coach will need to notify the Executive Board within 24 hours of their intent on whether or not to challenge said presumption. If the presumption is challenged, the burden shifts to the offending organization/team/coach to provide proof that the mistake was clerical in nature and that in reality the rule was in fact followed. The Executive Board will make the final decision by majority vote regarding the same and may consider any evidence that is presented by the offending organization/team/coach. An organization may submit a video of a game as part of the proof that players had 5 plays during game for each half. It is preferred that the video show all players on offense and defense on each play. It is also preferred that there are no gaps from play to play for each quarter and/or time stamped video.

**9.6.3 Penalty** Penalty for violating the minimum play rule is an automatic 1 week suspension of the head coach or acting head coach for each play a player does not meet the minimum requirement for that game. This rule is subject to additional disciplinary action by the WOJFC Board of Trustees. If the 5 play minimum rule is violated during the Tournament, the punishment will be an automatic one year ban from coaching, for the Head Coach or the Designated Head Coach from the WOJFC and team may be removed from the tournament as determined by the WOJFC Board of Trustees. If this rule is violated during Semi Finals or Finals the offending team will forfeit the game immediately. During Semi Finals and Finals all play sheets will be handled by the Board of Trustees.

## **Article X: Team Rules, Participation, Eligibility**

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

### **10.2 Age Limits Per Grade Level**

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.

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.

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

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.

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 1<sup>st</sup> of that playing year.

**10.2.1 One Year Maximum** Irrespective of the above, no player under any circumstance will be permitted to play a second year of football for either 5<sup>th</sup> or 6<sup>th</sup> grade.

**10.3 Player Eligibility** Players must reside inside the organization's authorized area "the public school district's boundaries" or "boundaries previously approved by the WOJFC". Once a player has properly registered and appears on an organization's roster he/she has to remain with that organization throughout that season regardless of relocation, provided there was no violation of the residency rules when they completed the initial residency form. Any player eligibility dispute will be made by a final determination as to where player attends their current school year. Violation of this residency rule could result in the parents and your child's immediate suspension from the WOJFC and the possibility of permanent removal from participation in the WOJFC.

**10.3.1 Exceptions** Organizations may have up to 5 total players outside of their boundaries, but not within the boundaries of another WOJFC club. Within those 5 players no more than 2 may play on the same team. These must be reported to the conference at the time of Paperwork Checks

If a player within the boundary of a WOJFC organization wants to play for a different WOJFC organization, both organizations have to agree to permit the exception and present it jointly at the time of Paperwork Checks for Executive Board approval. Approval will be granted by a majority vote. Said player(s) would not apply towards the 5 player organizational limit for players living outside all WOJFC boundaries.

There will be no further exceptions to the above, however any players previously approved prior to the 2019 season shall be permitted to stay with the organization he/she participate with in 2018, unless the player changed or changes school districts. Under that specific circumstance the player will have to apply for one of the exception provided herein or play for their new district.

**10.3.2 One Team** A player may not play on two (2) different teams. If at any point an organization wants to move a player from one team to another within the same organization they must receive Executive Board approval to do so.

**10.4 Practice Rules** No individual team practice may start prior to the second to last Monday in July. Clubs may hold conditioning camps and club wide events anytime during the offseason. The acclimation period for any player will be five (5) practice days. Practices can start as early as 5:30 p.m. and end no later than 8:30 p.m. No practices may be held on Saturday or Sunday. Practice is limited to 2 hours per day/ 10 hours per week/ 5 day per week maximum until Labor Day. After the Labor Day holiday, practice is limited to three nights a week/ 2 hours per day/ 6 hours per week. The WOJFC prohibits its clubs, teams, and members from participating in any football practice, scrimmage, game, or tournament After December 31<sup>st</sup> following the WOJFC season.

Practice is defined as any organized meeting of the team in part or whole.

**10.5 Acclimation Period** The acclimation period for all players will be five (5) practice days.

\* Day 1 – Players are required to wear helmets, chin straps, mouth piece, and protective cup during practice. Players are NOT permitted to have contact with pads, players or coaches.

\* Day 2 – Players are required to wear helmets, chin straps, mouth piece, and protective cup during practice. Players are NOT permitted to have contact with pads, players or coaches.

\* Day 3 – Players are required to wear helmets, chin straps, mouth piece, shoulder pads and protective cup during practice. Players are permitted to have contact with pads ONLY. Players are NOT permitted to have contact with players or coaches.

\* Day 4 – Players are required to wear helmets, chin straps, mouth piece, shoulder pads and protective cup during practice. Players are permitted to have contact with pads ONLY. Players are NOT permitted to have contact with players or coaches.

\* Day 5 – Players are required to wear FULL Equipment. Players are permitted to have contact with pads ONLY. Players are NOT permitted to have contact with players or coaches.

\* Day 6 and beyond – Players are required to have FULL equipment to have FULL contact with pads, players and/or coaches.

\* High school football camps, promotional camps, and/or other sports' practices do not count toward the acclimation period. The maximum practice time permitted during the acclimation period and prior to Labor Day is 2 hours per day and up to 10 hours per week with practice occurring Monday through Friday only.

**10.6 Scouting Rules** Anyone may attend any game other than their own. No Coach or Parent or individual associated with another team may video tape a game, other than their own, for any reason. Videotaping includes any visual recording of the game.

**10.7 Protests** All game protests must be followed up in writing, accompanied by a (\$250.00) filing fee, and must be received by the Communications Officer by first Monday after the infraction. A (\$50.00) investigation fee will be maintained by the conference. Protests 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.

**10.8 Forfeitures** 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.

#### **10.8.1 Grounds for Forfeitures**

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

2) A condition that creates a safety concern for one of the teams. The following, "Coaches, Sideline Personnel, Club Board Members, WOJFC Site Reps and/or WOJFC League Reps" do NOT have the authority to refuse to start, play or continue a WOJFC game without WOJFC approval. If the Head Coach has concerns about the safety of his/her team above and beyond the normal course of play the Head Coach "ONLY" of that team must call a time out and ask for a conference with the game Head Official, opposing Head Coach and the WOJFC Rep for that site to discuss the safety concerns ONLY.

A time out called for safety concerns must be granted by the game Officials, even if that team has no remaining time outs.

The following guidelines are mandatory during this process:

\* The conference takes place at mid-field with the Head Coaches, Head game Official and WOJFC Reps/WOJFC site Rep ONLY, unless WOJFC Executive Board Members are present.

\* Players on the field at the time of the time out will remain on the field a minimum of 10 yards away from the conference, the sidelines and Coaches.

\* Instruction and/or coaching of the on-field players will NOT permitted during this time. In the event the Head Coach, Sideline Personnel and/or Club Board Member refuses to play the game the Head Coach will be immediately suspended and an alternate Head Coach will be designated at that time. If no Assistant Coach from the sideline roster for that team accepts the roll of temporary Head Coach, then all Coaches for that team are immediately suspended and are required to attend the next scheduled WOJFC meeting. The WOJFC League Rep on site or the Hosting site Rep must gather as much information as possible then immediately contact the WOJFC Chairman. "Only" in the event of the WOJFC Chairman's absence, must the said parties contact the designated Alternate WOJFC Executive Board member concerning the situation. Failure to comply, to the above stated rule or failure to participate in a WOJFC schedule game without the consent of the WOJFC will result in, but not limited to a minimum 4-week suspension, life time probation and a \$250 fine levied to the offending club. The fine must be paid by the offending club to the Western Ohio Junior Football Conference before the club is permitted to participate in future WOJFC games. If the offending person does not complete all 4 weeks of the suspension during that season, the balance of the suspension will be applied to the following season during the regular season. Offenders must apply for re-instatement at the next WOJFC regular scheduled meeting following the completion their sanctions.

Additional sanctions and/or penalties may be levied, including, but not limited to restitution payable to the hosting club for the loss of gate and/or concessions money.

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.)

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

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

A Head Coach must call a Time Out to stop play and may ask for a rule interpretation of HO for any call made on the field (including to be shown rule) . Rule interpretation must be made before the next snap of ball.

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.

**10.10 Imposed Suspensions** Anytime an individual is suspended, he/she will have NO contact with his or her team players or coaches of Trustees during the suspension. Contact is defined by: Verbal communication, non-verbal communication, or written communication. The individual may not be present or participate at games or practices while suspended. If the suspension occurs in a Saturday game during the tournament, and the team plays the next day on a Sunday, the suspension is for 1 game and will be served that Sunday. If the team advances on Sunday, the Coach will have no contact with his/her team, but will be able to coach in the following Saturday game.

**10.10.1 Modification** The WOJFC Board reserves the right to modify any and all Rulings, Suspensions and/or Sanctions as deemed necessary.

## **Article XI: Officials Responsibilities**

**11.1 Annual Meetings** An annual meeting or video of all game officials and all head coaches will be held prior to the start of each season to discuss rules and procedures. Attendance or viewing is mandatory for all head coaches, however each organization has the right and option to hold a mandatory meeting for the rules video. Unexcused absence may result in disciplinary actions.

**11.2 Assignment** 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.

**11.3 Conduct** 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 a game official is removed from a game, that game official cannot officiate another game until that official appears at a WOJFC meeting.

**11.3.1 Incident Procedure** 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 regularly 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).

**11.4 Compensation** For the current playing season, reimbursement per official shall be \$45 per game. Officials arriving late shall receive game fees as follows, 3 quarters \$36, 2 quarters \$23, 1 quarter \$12. Officials that remain for an entire game, forfeit, or rainout shall receive full game fees (game between games.)

**11.5 Minimum Number of Officials** Three (3) state licensed officials should be present to start a game (4) for 5<sup>th</sup> and 6<sup>th</sup> grade games. 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.

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