

THE 2018 WESTERN OHIO JR. FOOTBALL CONFERENCE BY-LAWS

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 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.

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: 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.

1.2.3 During the **February** meeting 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.

1.2.4 During the **March** meeting 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).

1.2.5 During the **June** meeting, 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 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.

1.2.6 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 as referenced in 9.14.1 in By-Laws.

1.2.7 During the first league meeting in **August** (either weekly or regularly scheduled meeting) the Board of Trustees shall cast the final vote on the conference schedule for that season. In addition, 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). See WOJFC Constitution 4.3 Scheduling Committee.

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1.2 Meeting Topics - Continued

1.2.8 During the December meeting: Election of Executive Officers. See WOJFC Constitution 4.1.3 Officers of the WOJFC. Resolve Old Business that has not been acted on.

1.3 Special Meetings

1.3.1 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.)

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 second (2) absence (i.e. no representative was present for the WOJFC meeting). A fine of \$25.00 shall be assessed for a third (3) 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.

1.5.2 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 \$250.00. 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 all 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 \$50.00 for each squad that fails to attend. If any of the Executive Board members 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 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

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1.6.1 Voting Member Continued - 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.

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, 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.

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, the Conference Website via e-mail to info@wojfc.com, 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/Sponsorships 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

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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 In accordance with the WOJFC Constitution 4.1.3. Nominations for the WOJFC Executive Board positions must be received in writing to the WOJFC Communications Officer via e-mail to info@wojfc.com not later than 12:01 a.m. the day of the WOJFC Conference Finals. Nominations will only be recognized from current WOJFC League Representatives meeting the above stated requirements. The WOJFC Communications Officer will present the WOJFC Secretary will verify the validity of the nominations at which time he/she will prepare ballots for the election. Election of WOJFC Executive Board Members will be held at the December meeting using secret ballots "one ballot per club". New WOJFC Executive Board Members will take Office immediately after old business at the WOJFC January meeting. All WOJFC Executive Board nominees except for Communications Officer, Competition Director, and Sergeant of Arms are required to have served a minimum of three (3) years as a WOJFC League Representative and must be a member in good standing the latter positions only require two (2) years of service as a League Representative. If no nominations received for a specific Executive Board Position, the person currently serving in that position will run as unopposed. The Secretary shall count the votes and the votes will be validated by the Co-Chairman and one League Representative appointed by the membership. All organizations in attendance must vote, there are no abstentions.

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.

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

4.2 Executive Board

4.2.1 The WOJFC Board of Trustees and The WOJFC Executive Board “consisting of the Chairman, Co-Chairman, Treasurer, Secretary, Communications Officer, Competition Director and Sergeant-at-Arms” has 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 W.O.J.F.C. 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 set forth by the WOJFC Executive can be overturned by a vote equal to two-thirds (2/3) majority of the current Board membership.

4.3.2 A coach and/or sideline personal can be issued a temporary suspension by a WOJFC League Rep. 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 determined a final decision.

Article V - Appeals

5.1 Appeals Process

5.1.1 Appeal is a request by a member club of the WOJFC to change or alter a previous decision set forth by the WOJFC.

5.1.2 Current WOJFC member “Club” may appeal a decision by the Board of Trustees. (Except decisions noted in the Playing Rules in 1.14.14).

***** Said Appeal must be approved by the petitioning Club board, prior to notification of intent to appeal. Notification must be made to info@wojfc.com 48 hours prior to the next WOJFC meeting. The WOJFC must receive the Appeal Fee prior to the appeal in the form of a check or cash from the Club making the appeal.**

5.1.3 Any appeal request must be presented by the League Representative on behalf of his/her club.

5.1.4 There is “ONLY” one appeal per WOJFC decision. 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.

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5.1.5 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 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 within the WOJFC, as well as the WOJFC itself, must obtain and maintain a general Liability insurance policy. All member organizations must provide, by the June meeting, proof of Insurance, listing the WOJFC as additional insured. Policy must be for a minimum of \$1,000,000 per occurrence, \$2,000,000 aggregate USD. In addition to the above referenced, all organizations within the WOJFC must also comply with the USA Football insurance requirements.

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, as well as Directors and Officers Insurance.

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.

8.2 Schedule

8.2.1 There will be no less than eight (8) league games per season, unless participating team numbers require that a bye be scheduled for a given week.

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 3:00pm

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.

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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. **All pre-recorded "Introductions" of Football Players and Cheer Squads are limited to a combined maximum time limit of 2 minutes and 30 seconds. Pre-recorded Introductions longer than maximum time limit of 2 minutes and 30 seconds 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.**

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

8.3 Conference Tournament Guidelines

8.3.1 Awards

8.3.1.1 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, except the WOJFC finals.

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 **person as recognized by the OHSAA**, prior to participating in any physical activity. Completed physical forms, performed and

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9.3.1 Physicals Continued - signed in the current calendar year by a licensed physician, must be in the possession of the parent organization prior to any physical activity.

9.3.2 If an organization is found to have players participating in physical activity before a valid physical exam is completed the organization will be fined \$250.00 per occurrence and will be banned from premier and post season play. The organization will be placed on a one-year probation.

9.4 Registration Forms

9.4.1 A completed copy of the physical, and legible copy of birth certificate must be submitted to the WOJFC at weigh-ins. These will be returned to the club after verification

9.5 Rosters and Weigh-Ins

9.5.1 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.

9.5.2 A completed physical **"original document", 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, 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.

9.5.3 Rosters, physical 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 paperwork checks. Any member organization failing to submit the roster and/or forms as specified will 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. 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 the Head game official, the Head Coach of the opposing team, 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 cannot 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 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.

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9.5.7 No new players can be added to the team's roster after the first weigh-in of the current year.

9.5.8 If eligibility is an issue during an actual game, refer to the Playing Rules for appropriate action. (See playing rules 1.6)

9.5.9 All players must weigh-in. **There will be no PUBLIC RESTROOMS available during Weigh-ins.**

9.5.10 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 NYSCA 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 and will be limited to two (2) games per season. The rule for guests includes high school coaches and/or high school players and not for coaching or instructional purposes.

9.6 Change of Game, Date or Time

9.6.1 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.

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 and WOJFC 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 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 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 first Monday in July of that playing year. All member organizations have until the last Sunday in July to be in full compliance with these standards or they could face loss of all home games for that season.

9.7.7 In accordance with policy set forth by the Western Ohio Junior Football Conference Board of Trustees, 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. 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, **area for seating** and bathrooms at game sites.

9.8.2 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 form must be signed by league

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9.8.2 Game Day and Minimum Play Requirements Continued - representative or designated representative of that site. The Head Coach of each team shall notify the opposing team's coach of any players who will not be playing in the game. (There is a Mandatory 1-week suspension for the violating Head Coach, which is non-appealable).

9.8.3 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 representative 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. 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.

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

9.8.5 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. All helmets must be NOCSAE approved.

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. **All mouthpieces and mouth piece straps must be a color and attached to the helmet.**

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

9.9.4 Failure to wear proper equipment at any time will result in the player being removed from that game. Player must be out a minimum of 3 plays and check in with the Head Official before returning to play. Player may only be readmitted to a game once per game. The Head Coach will face possible fines, penalties and possible disciplinary action as determined by the Board of Trustees of the WOJFC.

9.9.5 The official game balls used in all WOJFC games are the Wilson Youth Composite footballs. Note: The 4th, 5th & 6th grade teams will use Wilson TDJ and the Bantam and 3rd Grade teams

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9.9.5 Player Equipment and Safety Continued - will use K2. The WOJFC will provide games balls to each organization for game day use only. Organizations can only use current WOJFC supplied game balls.

9.9.6 Any player with a cast, soft cast, or hard support brace of any kind cannot practice or play in a game until the device has been removed and a doctor has granted a clearance for the child to resume play. Head coach must keep the clearance for play signed by the physician with team roster and player paperwork. In the case of a documented concussion, clearance to play from the physician must also be on file with the team, organization and WOJFC.

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 day's 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 Fines - Continued

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 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 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 \$110.00 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.

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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 All participants playing in WOJFC, when selected to a specific team (color), shall remain as a member of that particular team (color) for the duration of their career in the WOJFC. **Changes in team (colors) 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 Membership in WOJFC for active 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 1 year prior to leaving at the last scheduled meeting prior to the start of practice in year of the request to leave.

9.14.2 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.

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 meeting 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 WOJFC Coaches including the Head Coach are required to complete and receive certification from the National Youth Sports Coaches Association (NYSCA) prior to Contact with any Player(s) and must maintain his/her membership with the NYSCA throughout that WOJFC season. All WOJFC member organizations "Clubs" must provide, prior to or during the first weigh-ins, proof of NYSCA certification for all coaches within their organization "Club".

10.1.2 All WOJFC coaches including the Head Coach, Sideline Personnel, and all Board Members for each club within the WOJFC 18 years old and older are required to complete and pass an annual background check prior to the start of that season as required by WOJFC. All WOJFC coaches including the Head Coach, Sideline Personnel, and all Board Members for each club within the WOJFC 18 years old and older must agree to and abide by the WOJFC Coaches, Board Member, and Sideline Personnel Code of Ethics.

****Special Note: The Code of Ethics is available for review on the WOJFC Web site; www.wojfc.org**

10.2 Conduct of Sideline Personnel

10.2.1 The head coach is responsible for sideline personnel conduct. Umbrellas, clipboards, binders, or any hardened objects are not allowed on the field during play.

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10.2.2 Electronic equipment of any type is NOT permitted on the field of play or sidelines at ANY TIME.

10.2.3 Chain Crew personnel for each game are required to meet with the League Reps/Alternates, Site Reps and Game Officials to receive instructions.

* Chain Crew personnel are required to wear yellow reflective vests at all times ten minutes prior to the start of the game until the conclusion of that game.

* Chain Crew personnel are NOT PERMITTED AT ANYTIME to have Cell phones and/or electronic devices of any kind in their possession ten minutes prior to the start of that game until the conclusion of the that game.

* Contact between the Chain Crew and the teams participating and/or coaching staffs of those teams is NOT PERMITTED AT ANYTIME, until after the conclusion of that game.

10.3 Inappropriate or Unsportsmanlike Conduct

10.3.1 The head coach is not charged with all “Unsportsmanlike Conduct” that are charged to any sideline personnel. If any individual is charged with two (2) or more “Unsportsmanlike Conduct Penalties” on a given day, he/she shall be ejected immediately and must leave the entire premises and is suspended for the next game. The Conference Rep for that site shall file an incident report with the league at the next regular scheduled meeting. The suspensions are not appealable and/or reviewable by the WOJFC Board of Trustees.

10.3.1.1 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. 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, which must be completed no later than 12 days from time of ejection and can be taken at www.nfhslern.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.

If they receive any additional Unsportsmanlike Penalties during any WOJFC contest they will be suspended for 2 games and will have to attend the next Monday meeting and the WOJFC Board will determine if they can remain coaching for the remainder of the season. This is to notify each Coach or Sideline Personnel of any WOJFC player at any WOJFC event or 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

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10.3.1.1 Continued - 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. 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.

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. 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.

10.3.2 Notwithstanding 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.

10.3.3 Any game with a 35 point or more difference ([see Playing Rules 1.14.5](#)), 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 suspension to the Head Coach. Every point over 34 Head Coach will be suspended a week.

****Special Note:** [If during tournament the Offending team will be eliminated from the tournament.](#)

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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 individual team practice may start prior to the 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 on Saturday or Sunday. 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.

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

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

11.1.3 The WOJFC prohibits its clubs, teams, and members from participating in any football practice, scrimmage, game, or tournament After December 31st following the WOJFC season

11.1 Team Practice-Continued

11.1.4 The WOJFC season for all Clubs, Teams, and Members does not start until the last Monday of July. The season 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

11.2.1.1 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) Soliciting for, or the accepting of, scouting information from other individuals. (i.e., asking others to provide scouting information on potential opponents.)
- 3) Exchanging of or accepting videotapes from other teams or individuals on potential opponents.
- 4) Coaches may attend games at their own home site.
- 5) Anyone attending games other than their home club must sign in with the League Rep/Alternate Rep or Site Rep for that game site.

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.

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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 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.

**** Special Note: There are no appeals or reduction of penalties.**

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.

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11.4.1.2 Continue - **Special Note: for weather related incidents see the WOJFC weather policy.****

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 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.com 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. A fine of **\$25.00** will be levied against the Host Site 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.

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13.1.2 The 6th grade teams

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 teams

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 teams

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 teams

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 teams

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.

13.1.7 Players must play at their current grade level and must meet the age eligibility requirement.

13.1.8 There will be no transferring of players from one team to another within a respective club "once a color always a color" or from one club to another club.

13.2 3rd Grade Football Teams

13.2.1 A separate set of playing rules will apply to the 3rd Grade program.

13.3 Bantam Football Teams

13.3.1 A separate set of playing rules will apply to the Bantam program.

Article XIV - Player Eligibility

14.1 Residence

14.1.1 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. Exception, teams may have no more than 5 players outside of their boundaries, but not within the boundaries of another WOJFC club. These must be reported to the conference at the time of Paperwork Checks.

14.1.2 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.

14.1.3 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.

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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.

14.3 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 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.

**** 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.

14.4.2 Certifications (Weigh-Ins) will be held on the second (2nd) Saturday after league practice begins.

****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!

14.4.3 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 5lbs of ball carrying weight to show up and be re-certified (Example max weight for 6th grade 120player weighs 116lbs, player must come back and be recertified.). If they do not attend they cannot play for the remainder of the season. (No Show/No Play). It is Mandatory for The Head Coach to attend with his players. If the Head Coach fails to show for recertification, the head coach is required to attend the next WOJFC Monday's meeting following recertification. There will be no Hardships or make-up for recertifications.

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. 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

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14.4.5 Weight will be without any equipment. Players must wear loose fit shorts, a full shirt, and shoes covering the sole of the foot.

14.4.6 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 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 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 acclamation period. Please refer to section 11.1.1

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 with practice occurring Monday through Friday only.

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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 season 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 coach's removal. If a game official is removed from a game, that game official cannot officiate another game 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 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**

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

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

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.

15.3.4 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 two weeks on top of the automatic two-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 be accumulate against that Executive Board Member and/or WOJFC League Rep. Any WOJFC Executive Board Member and/or WOJFC League Rep conduct becomes detrimental to the WOJFC can and will be disciplined up to and including expulsion from the WOJFC.

15.4 Compensation

15.4.1 For the current playing season, reimbursement per official shall be \$40 per game.

15.4.2 Three (3) state licensed officials should be present to start a game (4) for 5th and 6th 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. Officials arriving late shall receive game fees as follows; whole game **\$40**, 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.)