

# **BY LAWS**

## **of**

# **The Pleasanton Junior Football League, Inc.**

## **ARTICLE I - OBJECTIVE**

### **Section 1.--The objective:**

PLEASANTON JUNIOR FOOTBALL LEAGUE, INC., hereinafter referred to as 'P.J.F.L.', shall be to implant firmly in the boys and girls of the community the ideals of good sportsmanship, honesty, loyalty, courage and respect for authority, so that they may be well adjusted, stronger and happier boys and girls and will grow to be good, decent, healthy and trustworthy men and women.

### **Section 2.-- Achievement of objective:**

The achievement of the league objective shall be by providing supervised competitive football games. The supervisors shall bear in mind that the attainment of exceptional athletic skill or the winning of games is secondary and the molding of the future men and women is of prime importance.

## **ARTICLE II - MEMBERSHIP and DUES**

### **Section I. Eligibility:**

Parents of actively participating players and any adults sincerely interested in the objectives of P.J.F.L. shall be considered members.

### **Section 2.-- Suspension or Termination:**

Membership may be terminated by resignation of the member or by action of the Board of Directors.

#### **(1) Member:**

The Board of Directors, by a vote of two-thirds (2/3) of the entire Board, at a special meeting called for this purpose, shall have the authority to discipline, suspend, or terminate the membership of any member when the actions of such person are considered detrimental to the best interests of the P.J.F.L. The member involved will be notified one week in advance by registered mail when and where the meeting is to be held, and the general nature of the charges to be made. He/she will be given an opportunity to appear at the meeting to answer such charges.

#### **(2) Player:**

The Board of Directors will, in the case of a player, notify the parent or guardian, and give notice to the Head coach of the team of which the player is a member. Said coach shall appear, in the capacity of an advisor, with the player before the Board of Directors.

## **ARTICLE IV - BOARD OF DIRECTORS**

### **Section 1. Board and Number:**

The management of the property and affairs of this league will be vested in a Board of Directors. The Board of Directors of this P.J.F.L. shall consist of at least five members. The Directors will upon election immediately enter upon the performance of their duties and will continue in office until their successors have been elected.

## **Section 2. Annual Elections and Term of Office**

### **(1) Directors:**

Directors shall be elected at the Annual Meeting of the P.J.F.L. They shall serve for a term of one year or until their successors are elected. Directors are eligible for re-election.

### **(2) Candidates:**

Candidates for directors may be nominated from the floor during the Annual Meeting.

### **(3) Annual Meeting:**

At each Annual Meeting, the members may increase or decrease the number of directors to be elected, within the limits prescribed by the foregoing Section 1. If the number is increased, the additional directors may be elected at the meeting at which the increase is voted or at any subsequent meeting.

### **(4) Past President:**

The past President is automatically a member of the Board of Directors for the following year.

### **(5) Executive Board:**

The Executive Board consists of the President, Vice President, and Treasurer.

## **Section 3. Vacancies**

### **(1) Board Member Absents:**

Any Board member absent from three consecutive Board meetings with our prior excuse, may be removed in accordance with Section 4(4).

### **(2) Resignations:**

Resignations from the Board of Directors shall be submitted in writing.

### **(3) Vacancy:**

If any vacancy occurs in the Board of Directors for any reason, it may be filled by a majority vote of the remaining directors at any regular meeting of the Board, or if they desire, at an annual membership meeting or any special meeting. A director elected to fill a vacancy shall be elected for the unexpired term of his predecessor in office.

## **Section 4. Duties and Powers**

### **(1) Overview:**

The Board of Directors shall have the power to conduct, manage, and control the business of the P.J.F.L., except as limited by these By-Laws, and to make rules for the guidance of the officers and management of the P.J.F.L.

### **(2) Special Meetings:**

The Board shall have the power to call special meetings of the general membership when they deem it necessary.

**(3) Indebtedness:**

The Board shall have the power to incur indebtedness on behalf of the P.J.F.L., the terms and amounts of which shall be entered in the minutes of the Board. Any note, obligations or other evidence properly incurred, must be signed by any two of the following three officers: President, Vice President or Treasurer.

**(4) Discipline, Suspend, or Remove:**

The Board of Directors shall have the power to call a special meeting to discipline, suspend, or remove any Director, Officer, Committee member, Coach, or Official of the P.J.F.L. in accordance with the procedure set forth in Article II, Section 2. Any resulting action shall require the vote of two-thirds(2/3) of the entire Board.

**(5) Financial Report:**

The Board shall make available to a member upon request at the Annual Meeting a financial report, verified by the President and Treasurer. This report shall be filed with the records of the P.J.F.L. and entered in the minutes of the proceedings of the Annual Meeting.

**Section 5. Meetings**

**(1) Regular Meetings:**

Regular Meetings of the Board of Directors will be convened immediately following the Annual Meeting and as determined by Board resolution. It is recommended that at least one regular meeting be held each month.

**(2) Special Meetings:**

The President may call for a special meeting of the Board. The Secretary will, at the request in writing of three Directors, issue a call for a special meeting of the Board.

**NOTICES:**

Notice of each special meeting will be given by the Secretary to each Director. either by mail at least three days before the meeting, or by telephone or personal notice forty-eight (48) hours preceding the meeting. The notice shall include the purpose of the meeting.

**Section 6. Quorum**

**(1) Majority:**

A majority of the members of the Board of Directors shall constitute a quorum for the transaction of business.

**(2) Vote of the Majority:**

The vote of the majority of the Directors present at any Directors meeting shall be the vote of the Board.

**ARTICLE V - OFFICERS, DUTIES and POWERS**

**Section 1. Election**

Immediately following the Annual Meeting, the Directors present, provided there be a quorum, shall meet for the purpose of electing officers and appointing committees for the ensuing year. The past President shall chair the meeting of the new directors until a new President and officers are installed.

## **Section 2. Officers**

The officers of the P.J.F.L. shall consist of: President, Vice President, Secretary, Treasurer and Player Agent, all of whom shall hold office for the ensuing year or until their successors are elected. Any officer is eligible for re-election. The Board of Directors may appoint such officers or agents as it may deem necessary or desirable, and may prescribe the powers and duties of each and may fill any vacancy which may occur in any office.

## **Section 3. President**

### **(1) Responsibility:**

He/she shall be responsible for conducting the affairs of the P.J.F.L. and for executing the policies established by the Board of Directors. He/she shall present a report of the condition of the P.J.F.L. at the Annual Meeting and at such other times as he/she or the Board shall deem appropriate; he/she shall communicate to the Board of Directors such matters and make suggestions to promote the welfare of the P.J.F.L..

### **(2) Duty:**

He/she shall preside at all meetings of the members and the Board of Directors.

### **(3) Power:**

He/she, or such other officers as he/she may designate in writing, shall have the power to make and execute for and in the name of P.J.F.L. such contracts and leases as may have received the prior approval of the Board.

### **(4) Annual Budget:**

He/she shall see that an annual budget is prepared and submitted to the Board of Directors and be responsible for its execution.

### **(5) Investigate complaints:**

He/she shall investigate complaints, irregularities and conditions detrimental to the P.J.F.L. and report them to the Board as circumstances warrant.

### **(6) Meeting Agenda:**

He/she shall prepare an agenda of business to come regularly before the Board and general membership meetings.

### **(7) Special Committees:**

He/she shall appoint such special committees as he/she deems necessary at any time, or by the majority vote of the members at any regular meeting.

### **(8) Team Participation:**

He/she shall be able to have direct participation with any team in P.J.F.L., as amended February 2001.

### **(9) Official Documents:**

He/she shall be responsible at the end of his/her term of office to see that all official documents are transferred to the new President, and that all of his/her officers do likewise.

## **Section 4. Vice President**

### **(1) Responsibility:**

He/she shall, in the absence or disability of the President, and provided he is authorized by the President or Board so to act, shall perform the duties of the President and shall have all powers of the office. He shall have other duties as assigned to him by the Board of Directors or by the President.

### **(2) Committees Assignment:**

He/she shall be an ex-officio member of all committees.

### **(3) Team Participation:**

He/she shall be able to have direct participation with any team in P.J.F.L., as amended February 2001.

## **Section 5. Secretary**

### **(1) Responsibility:**

He/she shall be responsible for recording the activities of the P.J.F.L. and maintaining appropriate files, mailing lists and necessary records. In addition to these duties, he/she may be assigned other duties by the Board of Directors.

### **(2) Minutes of the Meetings:**

He/she shall keep the minutes of the meetings of the members, the Board of Directors and the Executive Committee and keep them with the official records of the P.J.F.L.

### **(3) Correspondence:**

He/she shall conduct all correspondence not otherwise specifically delegated in connection with meetings, and shall be responsible for carrying out all orders, votes and resolutions not otherwise committed.

### **(4) Notification Duties:**

He/she shall notify members, directors, officers and committee members of their election or appointment.

## **Section 6. Treasurer**

### **(1) Responsibility:**

He/she shall perform such duties as are herein specifically set forth and such other duties as are customarily incidental to the office of Treasurer or may be assigned to him by the Board of Directors.

### **(2) Fund Deposits:**

He/she shall receive all moneys and securities and deposit same in a depository approved by the Board of Directors.

### **(3) Duties:**

He/she shall keep a detailed record of all income and disbursements of all moneys and securities of the P.J.F.L. and at the same time prepare whatever financial reports are requested by the President or the Board of Directors.

### **(4) Payment of Expenditures:**

He/she shall pay all duly authorized expenditures of the P.J.F.L.

**(5) Monthly Reporting Requirements:**

He/she shall present to the Board of Directors a monthly income and expenditure report at their regular monthly meeting.

**(6) Annual Financial Report:**

He/she shall prepare an annual financial report for submission to the Board of Directors and members at the Annual Meeting.

**Section 7. Player Agent Committee**

**(1) Player Records:**

Shall record all player transactions and maintain an accurate and up-to-date record thereof.

**(2) Applications:**

Shall receive and review applications for player candidates and check weight and age eligibility.

**(3) Player Assignment:**

Shall conduct all player assignment or selection meetings.

**(4) Team Participation:**

Shall be able to have direct participation with any team in P.J.F.L., as amended February 2001.

**Section 8. Division Coordinators**

**(1) Selection of Coaches:**

The Division Coordinators will, with the President of the League and the player agent, provide for the selection of Head Coaches for each team in each Division, and will select and approve the Defensive Coordinator or Assistant Head Coach, whenever practical.

**(2) Resolution of Disputes and Other Issues**

He/she will resolve player/parent/coach issues according to the bylaws of the league and in the best interest of the league. During a football game, in the event of a parent or coach showing abusive behavior toward a league referee, the Division Coordinator will have authorization to remove that coach or parent from the game pending any appeal to the league President.

Coaches or parents requesting a change in a player's Division are to call the Division Coordinator. The Division Coordinator will communicate with the Player Agent and league President. This group will make the changes if they are deemed necessary for the safety of the player or players.

**(3) Support to Coaches:**

He/she will be responsible for obtaining coaches in his/her Division and providing each with the information and equipment they need.

**(4) Team Participation:**

He/she shall be precluded from direct participation with any team in the Division for which he/she is coordinator.

## **ARTICLE VI - COMMITTEES**

### **Section 1. Assignments:**

Officers and Directors may serve on committees or as chairman of committees

### **Section 2. Meetings**

#### **(1) Majority Vote:**

The vote of the majority of the committee members present at any committee meeting shall be the vote of the committee.

#### **{2) Committee Membership:**

Any committee member absent from three consecutive meetings without good cause may no longer be considered a member of that committee and may be replaced by the chairman.

## **ARTICLE VII - COACHES**

### **(1) Applications:**

Applications for new Head Coaching positions will be taken by the Coaching Coordinator, and will be considered for any coaching vacancies.

### **(2) Review Board:**

All Head Coach & Assistant Coach candidates will be interviewed by a review board of three members appointed by the President subject to the approval of the Board of Directors. The review board will evaluate the candidates and make recommendations in writing to the President. Priority will be given to acceptable returning Head Coaches. The interview process is based upon a 20 point system. The four coaches with the highest point total in each division will be offered head coaching positions. The coaches are rated in 4 areas...Number of eligible players who returned to play again, upholding league by-laws, volunteer work (i.e. Working equipment days, registration, etc) and coaching ability.

### **(3) Annual Appointment:**

Head Coaches shall be appointed annually by the Division Coordinators subject to the approval of the Board of Directors.

### **(4) Responsibility:**

Head Coaches shall be responsible for the official game record for their team.

### **(5) Mandatory Meeting:**

Coaches must attend the mandatory coaches meetings. Failure to attend will result in a Ten Dollar (\$10.00) fine and/or suspension as directed by the Board of Directors.

### **(6) Board of Director Positions:**

Coaches shall not sit on the Board as voting members unless they are specifically appointed or elected to the Board of Directors.

### **(7) Conduct:**

All Coaches will be responsible for their actions on the field.

### **(8) Practice Fields:**

Coaches shall schedule their practices with their Division Coordinator.

## **ARTICLE VIII - FINANCIAL and ACCOUNTING**

### **Section 1. -- Business Accountability**

The Board of Directors shall decide all matters pertaining to the finances of the P.J.F.L. and it shall place all income in a common league treasury, directing the expenditure of same in such a manner as will give no individual or team an advantage over another.

### **Section 2. -- Equality for all Teams**

The Board shall not permit the contribution of funds or property to individual teams but shall solicit same for the common treasury of the P.J.F.L. to discourage favoritism among teams and to equalize the benefits.

### **Section 3. -- League Fund Raising**

The Board shall not permit the solicitation of funds in the name of the P.J.F.L. unless all the funds so raised be placed in the P.J.F.L. treasury.

### **Section 4. -- Fund Disbursements**

The Board shall not permit the disbursement of the P.J.F.L. funds for other than the conduct of activities in accordance with the rules and policies of the P.J.F.L.

### **Section 5. -- Salary Compensation**

No director, officer or member of the P.J.F.L. shall receive, directly or indirectly, any salary, compensation or profit from the P.J.F.L. for services rendered in a supervisory capacity or as a member.

### **Section 6. -- Banking Requirements**

The funds of the league shall be deposited in the name of the league in such bank or depository as the Board designates and may be withdrawn only by check signed in the name of the league by any two of the following three officers: President, Vice President or Treasurer, or other Board members so designated.

### **Section 7. --Dissolution of League Property**

Distribution of Property Upon Dissolution. Upon dissolution of the P.J.F.L., and after all outstanding debts and claims have been satisfied, the property of the P.J.F.L. shall be distributed to other organizations maintaining an objective similar to that set forth herein, which are exempt under Section 23701 of the California Revenue Taxation Code or any future corresponding provision.

### **Section 8. -- League Dissolution**

A vote of three-quarters (3/4) of the members present at any duly convened meeting of the general membership is required in order to dissolve the P.J.F.L. Notice that dissolution of the P.J.F.L. will be considered at a meeting must be given to all members by first class mail, postage pre-paid, not later than ten (10) days prior to said meeting.

## **ARTICLE IX - AMENDMENTS**

### **Section 1.m Amending League By-Laws**

These By-Laws may be amended or repealed in whole or part, by vote of two-thirds (2/3) of the Board of Directors who are present at a regular Board Meeting. No amendment or repeal shall be voted upon without ten (10) days prior notice, in writing, to all Board Members. The notice, over the signature of the Secretary or President, shall state the subject of the amendment and give the date, time and place of the meeting at which the amendment is proposed to be submitted to vote.

## **ARTICLE X - RULES of ORDER**

The rules contained in Robert's Rules of Order, Revised, shall govern in all cases to which they are applicable and in which they are not inconsistent with the By-Laws or local rules of this league.

## **ARTICLE XI**

Player assignments and playing rules shall be prescribed in Pleasanton Junior Football League Player and Playing Rules, a separate document.

## **ARTICLE III - MEETINGS...ANNUAL/SPECIAL**

### **Section 1. Annual Meetings**

#### **(1) Time Table Requirement:**

At least one meeting of the general membership of this league shall be held each calendar year. The date will be set by the President or the Board of Directors. The league routinely holds monthly board meetings February through November on the First Sunday of each month.

#### **(2) Purpose:**

The Annual Meeting will be for the purpose of electing the Board of Directors, receiving reports of officers and committees, and for the transaction of other business that might arise. This meeting will be held in October annually.

### **Section 2. Special Meetings**

#### **(1) Situation:**

Special meetings of the members may be called at the discretion of a majority of the Board of Directors, or the President. Upon the written request of at least eight members, the President will be required to call a special meeting to consider a specific subject. No business other than that specified in the notice of the meeting shall be transacted at said meeting.

### **Section 3. Notice of Meetings**

#### **(1) General Meetings:**

The notice of any general meeting will be published in at least one local newspaper on two separate dates at least ten (10) days prior to the meeting, and will be sent home, when possible, via participating players. The notice will state the place, time, and purpose of the meeting.

#### **(2) Quorum:**

The presence in person or proxy of ten (10) members will be necessary to constitute a quorum at the Annual Meeting or any special meeting.

#### **(3) Absence of a Quorum:**

In the absence of a quorum it shall be the duty of the President to call a special meeting at his/her discretion.

### **Section 4. Voting...Annual/Special**

#### **(1) Regular members:**

Only regular members shall be entitled to vote at any scheduled meeting of the P.J.F.L.

#### **(2) Number of Votes:**

Each member present shall have one vote at any scheduled meeting on each question brought up on the floor.

#### **(3) Majority Vote:**

A vote by the majority of the members present at any scheduled meeting shall be required before a motion, resolution or other action may be passed and approved.

**(4) Election of Directors:**

Election of Directors shall be by plurality vote of the membership present at the Annual Meeting. Proxy vote shall be deemed a member present for this purpose. Vacancies shall be filled as provided for in Article IV, Section 3, Vacancies.

**(5) Official Ballot:**

There shall be only one official ballot for the election of members of the Board of Directors. This ballot shall be prepared by the Nominating Committee, appointed under Article V, Section 3(8). Voting shall be by secret ballot. Ballots shall be counted by at least three independent judges nominated from the floor. If there are no more nominees than there are directors to be elected, balloting may be dispensed with by a unanimous vote of the membership.

**Section 5. Proxies**

**(1) Authorization:**

Proxies will be permitted.

**(2) Written Form:**

All proxies must be in written form and must be given to a member who shall be present at the meeting.

**(3) Withdrawal:**

A member maybe withdraw a proxy at any time.

# Pleasanton Junior Football League

## PLAYER and PLAYING RULES

(ARTICLE XI of the Pleasanton Junior Football League By-Laws)

### SECTION 1 - STATEMENT OF OBJECTIVES

#### I. Objectives

The objectives of the Pleasanton Junior Football program are:

- A. To familiarize the players with the fundamentals of eleven man regulation tackle football and in so doing to firmly implant the ideals of good sportsmanship, honesty, loyalty, courage, and respect for authority.
- B. To provide an equal opportunity for all participants to play in a supervised, organized and safety oriented manner without consideration of talent.
- C. To keep the players free of any adult ambition and personal glory so they may be well adjusted and happier children, able to grow to be good decent adults.

#### 2. Player Agent

During the season, the Player Agent has the responsibility and the authority to maintain the objectives of the Pleasanton Junior Football program for this league.

#### 3. Headcoaches

Each head coach must at all times represent to, and instill in assistant coaches and players, the objectives of the Pleasanton Junior Football League.

### SECTION II - STATEMENT OF POLICY

#### 1. Coaches and Players:

Coaches and Players will not use any alcohol or drugs during a game or practice, will not criticize officials or opposing teams or players in front of spectators, will not allow ineligible players to participate, will not use or permit profane or abusive language, will refrain from running up the score by letting players shift positions, shall not receive financial benefit, will not commit an unsportsmanlike act, and will not teach the use of the helmet as a weapon. Coaches or Players will be suspended by the Board of Directors for any intentional violation of the By-Laws playing Rules.

#### 2. Sponsored Teams:

Each sponsored team will actively encourage sponsor participation in all team activities.

#### 3. Sponsors:

The sponsors of each team in each division at season's completion will be awarded a plaque in recognition of their commitment to the PJFL. In addition, a trophy will be given to each team member. The total trophy cost per team shall be set by the Board of Directors.

#### 4. Amenities:

No team or member of the League may accept or use unapproved amenities such as warm-up jackets, trophies, special player equipment, or the like. Likewise, it is not desirable for team members to be given special trophies, special player equipment, or individual awards by their coaches and/or parents. Any such awards shall require prior approval by the Board of Directors. Recognition of participation will be given each person, by the league, at the end of the season (certificate, medal, etc). Any intentional violation of this section shall be considered to be a violation of the PJFL By-Laws, and grounds for immediate suspension.

## SECTION III - PLAYER REGULATIONS

### 1. Age, weight and residence requirements.

- A. Registrants shall be nine years old by August 1, and not more than fourteen (14) years old by December 31 of the playing year.

Each registrant, at an official weigh-in (registration, or physical exam), shall weigh at least 60 pounds and shall weigh no more than 175 pounds. Players weighing between 165 and 175 pounds will be checked weekly during the season to insure a playing weight of 175 or less. All players weighing over 165 lbs. must play offensive or defensive line positions. At the discretion and majority vote of the executive committee, the weight limit may be extended for an entire group of players based upon the group as a whole. No one player may be singled out to participate if other players above the league weight limit are not allowed to participate. The ruling of the vote of executive committee is final. Any player nearing the league weight limit will be weighed by the Division Coordinator approximately one hour before their game.

Age and weight only factor (age in full months plus weight in pounds) shall be a minimum of 173 and a maximum of 352 with no experience.

Registrants must reside in Pleasanton or the surrounding towns of Livermore, Dublin, San Ramon, or Sunol. (Or any city within 15 miles of Pleasanton.)

Any exceptions or waivers to this section must be approved by a majority vote of the Board of Directors.

### 2. Registration:

A complete player registration consists of:

- 1) A valid P.J.F.L. application form.
- 2) Payment of the registration fee, as set by the Board of Directors. (A fee waiver may be granted for any applicant at the discretion of the Board of Directors of P.J.F.L.) Refunds of registration fees will be made as follows: Requested prior to July 1st- 100% Requested after July 1st - no refund.
- 3) A record of physical examination, signed by the examining doctor on or after January 1 of the playing year. A physical exam may be provided by the League.
- 4) Official league weigh-in
- 5) Valid birth certificate, or any legal proof of age that must be presented to the League prior to the child being allowed to play. No applicant may be assigned to, or participate in, a team practice without complete registration.

A copy of the registration form shall be given to the PJFL President, Player Agent, and Head Coach. Beginning with number one, each application will be numbered chronologically. The Player Agent shall maintain an up to date record of all team members throughout the season.

- 1) No applications shall be accepted after midnight of the day of the first game of the season, or at a time set by the Board of Directors.
- 2) No player will be eligible if participating in any high school football program.

### 3. Playing Factor:

A. Each registered player shall have a Playing Factor calculated as follows:

- 1) Player age - one point per month as of September 1 of the playing year
- 2) Player weight - one point per pound
- 3) Player experience factor - five points for each year's experience of organized tackle football or 2.5 points for each year of Flag football participation.
- 4) Division designation as adjusted by the Player Agent to provide required quantity of players per team. Ten year olds with no experience are not eligible for the Advanced or Senior Divisions. except by the approval of the Board of Directors. Thirteen year olds are not eligible for the Junior or Intermediate.

### 4. Player Selection Process Meeting

Before the meeting, Players will be placed into divisions according to the by-law provisions of the PJFL. This happens by assigning a playing factor based upon age, weight and experience to each player.

The player agent committee will place the players in each division in the following manner.

- ?? The 4 known quarterbacks
- ?? Returning players from same division who were All-stars
- ?? New Players ranked as exceptional by the coaches during evaluation
- ?? Returning Players to division who were all stars from lower division
- ?? Returning players from same division who were not all-stars
- ?? Returning players from lower division who were not all-stars
- ?? New players to PJFL

At the meeting, the first order of business is for the coaches to present the player agent committee with a list of 3 protected players. Priority for protected players is as follows:

- ?? Played for the coach last season
- ?? Played for the coach in a previous season
- ?? Never played for the coach

The coaches from the division in question will re-arrange the players based upon their knowledge of the players. For example a coach realizes a player is ranked to low or two high and requests the player be moved up or down. The object is for the players to be ranked from highest to lowest in order.

Once the coaches agree on the rank order of players within a division, the coaches will look at every four players as a group, starting at the top, to ensure, to the best of their ability, that the players in that group are of equal playing skill. This is critical when protected players are assigned.

The teams are then selected in a random draft fashion...players are placed as follows:

- ?? Player 1 team 1
- ?? Player 2 team 2
- ?? Player 3 team 3
- ?? Player 4 team 4
- ?? Player 5 team 4
- ?? Player 6 team 3
- ?? Player 7 team 2
- ?? Player 8 team 1

This order will continue until every player is placed on a team. Note: No coach has been assigned a team as of yet.

The coaches will look at every team to determine if they seem equal in talent. If any changes need to be made they are done so at the point. For example, one team may have no receivers while another has four receivers. Obviously a switch should be made.

Once all coaches, and only when all coaches, agree that the teams seem equal, are the team coaching assignments ready to be drawn out of a hat by the coaches.

After all coaches have drawn a team, the protected players are then moved choice by choice to the appropriate team. For example, a protected player is a number 3 pick, that player will be moved from the team he/she is currently assigned to the coach's team who protected that player. The #3 picks will be swapped between the two teams.

In the event there is a question as to what pick needs to be swapped, the player agent committee will choose to swap a lower ranked player. For example, coach 1 has a protected player in pick #3 that needs to be switched with coach 2, but coach 2's #3 pick is a protected player for coach 2. Coach 1 cannot take coach 2's #2 but instead gets his #4 pick.

Once this process has been completed the teams are set, the player agent committee can only switch players.

## **SECTION IV - REPLACEMENT OF TEAM MEMBERS**

### **1. Number of players:**

All teams will be kept at an equal number of players by the Player Agent Committee until after the first game. Standbys will be assigned to depleted team rosters by the Player Agent Committee.

### **2. Lost Player:**

Each Head Coach must inform the Player Agent Committee within 24 hours of a loss of an assigned team member. The Player Agent shall investigate why the member left the team.

### **3. Player Injury Situation:**

A player who, due to injury, that required doctor's care, has missed his team's practice(s) or game, may only rejoin his team if the Player Agent has received a doctor's release. If the player has missed practices as a result of such injury, he may not play in a regularly scheduled game until he has participated in an equal number of practices as were missed, up to a maximum of six required.

### **4. Missed Practices:**

A player who has missed his team's practice(s) or game without the coach's excuse may only be eligible to play in a scheduled game when he has participated in an equal number of practices as were missed, up to a maximum of six required.

### **5. Number of Players Required:**

No team shall be fielded with less than twelve eligible players.

## **SECTION V - RECRUITING**

Recruitment should be a goal of every P.J.F.L. member.

## **SECTION VI - TEAM PRACTICES**

### **1. Practices:**

Each coach shall hold all practices with his entire team:

- A. There shall be a minimum of three practices per week and a maximum of four practices per week before the opening game of the season. Prior to the opening game, each team shall have exactly eighteen practices. Each player must have attended a minimum of nine practices to be eligible to play the first game.

- B. Practices will be conducted exactly three times every week after the first game of the season and continuing throughout the entire season.
- C. Each practice shall consist of warm up and conditioning exercises and will last no longer than two hours in its entirety.
- D. There shall be no contact between a team of one Division and the teams of other Divisions.
- E. Intra-league scrimmage shall be limited to two scrimmages per week per team.

## **2. Physical conditioning practices:**

A player's first six practices, shall be devoted to physical conditioning and will be conducted without pads or contact. Helmets may be worn. The balance of pre-season practice shall be conducted in uniform and with scrimmage contact by all team members. The Board of Directors may waive conditioning requirements if the players have participated in conditioning in other organized sports.

## **3. Location:**

Team practices shall be conducted at the location designated by P.J.F.L. Practice schedules (and deviations) shall be submitted to the Division Coordinator and Player Agent. Indoor physical practices shall not be allowed for any individual team during the season unless facilities are made available to all teams.

## **4. Limitations:**

There will be NO practices held on Sunday.

# **SECTION VII - GAME RULES**

## **1. Game Eligibility:**

For each game, players must be designated eligible or ineligible.

A. All players are eligible except:

- 1) Those who have missed practices. All practices are MANDATORY, unless excused by the coach and then only one practice per week may be missed. League guidelines are as follows: 1 missed practice equals 1 missed quarter of play, 2 missed practices equal 2 missed quarters of play, 3 missed practices equal missing the entire game. The player must attend the game. School camp attendance will waive this requirement.
- 2) Those who are injured or ill.
- 3) Those who are benched by the Coach, with the consent of the Player Agent, for discipline purposes. A written report must be sent to the player's parents.

## **2. Discipline:**

If any player is ejected from the game by the officials for unsportsmanlike conduct:

- A) That judgment shall stand; judgment decisions by game officials are not grounds for a protest.
- B) The player shall be held out for the first half of the next game for the first offense of the season.
- C) The player shall be held out for the next full game for the second offense of the season, but must attend the game in full uniform and remain with his team during the game.
- D) The player shall be suspended from the League for the third offense. It shall be the responsibility of the Player Agent to verify the status of each team member by the above classifications using the game list and practice attendance record. Participation by an ineligible player requires automatic forfeiture. Should there be any questions as to the ruling, it must be brought before the Board of Directors in writing within 72 hours of the dispute.

### 3. Eligible Player Assignment:

Each eligible member of each team will be assigned to either the defensive or offensive squads.

- A. At game time, if a team has less than 22 eligible players the unassigned offensive and defensive positions may be filled by free substitution.

EXAMPLE: A team has 19 players - nine offense and ten defense. The offense has two unassigned positions, the defense has one. The two unassigned offense positions may be filled by any defensive players, and the unassigned defense position may be filled by any offensive player. This type of rotation, by necessity, requires some players to play both offense and defense. However, the players who were initially assigned to offense or defense squads must play every down on the squad to which they were originally assigned (See Section 3. c. below).

- B. For a team with more than twenty-two eligible players, the "excess" players on either the offensive or defensive squad may not be used to bench the less talented players. The 12th or 13th player must be given a fair chance to play on his assigned squad. The affected coaching staff must act on this rule in good faith and to the satisfaction of the Player Agent. (NOTE: All eligible players must play a minimum of one quarter per game.)
- C. Each coaching staff must maintain their original offensive and defensive squads throughout a game. However:
- 1) A coach may change the particular positions initially designated for the individual players e.g., defensive end switched to safety;
  - 2) A coach may submit a new line-up form at half-time for the second half of the game;
  - 3). A player shaken up on a play may be removed for the limited period required to regain his equilibrium and to preserve his health. All players injured in a game are to be evaluated by a medic.
  - 4) A player may be removed from further action due to injury.
  - 5) In case of a runaway ball game, 18 or more points lead, the coaching staff of the winning team shall make an effort to hold down the score. To achieve this goal, players may be substituted freely from offense or defense to positions they have not played before. When such substitutions are made, the opposing coaches, the officials, and when possible, the Player Agent shall be notified.
- D. Special kicking and kick receiving teams may be used.
- E. Each coaching staff and member must cooperate with and exhibit respect for the Player Agent and officials during the game.
- F. It appears that a regularly assigned player has been removed from the game in violation of Section C (above), the Player Agent, or opposing coaches may call an official time out to determine the reason for the removal. If the removal is found to be in violation of Section C, the offending team shall:
- 1) Immediately be penalized 15 yards from the line of scrimmage, and if it is the offensive team, forfeit the next down; Be penalized 30 yards from the line of scrimmage for a second offense, and if it is the offensive team, lose possession of the ball. (NOTE: To prevent unnecessary official time outs, each coaching staff will be allowed only one "mistaken" time out without penalty. For all other "mistaken" time outs, the team of the coach calling the time out shall be penalized 15 yards from the line of scrimmage, and if it is the offensive team, forfeit the next down.)

G. Each coaching staff shall have prepared at game time, a player line up. A copy of the line up shall be given to the Player Agent and to the opposing coaching staff. The line up shall include:

- 1) Designation by name, number and squad for each eligible team member.
- 2) Status and identification of all non-playing members.

## **SECTION VIII -P.J.F.L. GAME PLAY**

The P.J.F.L. Regulations shall be the current year's High School Football Rules as published by the National Federation of State High School Athletic Associations except as amended below:

### **EXCEPTION 1: Game Time**

The clock running time for each Junior Division game is 32 minutes, divided into four eight minute periods. The clock running time for other Division games will be 40 minutes, divided into four 10 minute periods.

### **EXCEPTION 2: Kicking Situations**

To minimize the injuries common to kicking situations the following special rule shall apply to the Junior & Intermediate Divisions:

- A. In kicking situations the referee shall ascertain from the offensive team captain, or coach, whether the team chooses to kick. Such choice shall be announced to both teams and benches by the referee. **QUICK KICKS SHALL NOT BE ALLOWED.**
- B. After such announced kick, the kick must be attempted. Both teams must have at least five men on the line of scrimmage until the kick is made.

In the Junior & Intermediate divisions, there shall be no forward charge by any member of either team across the line of scrimmage until the ball is kicked. A charge by either team shall be treated as an off-side infraction. .

1. In the Senior & Advanced division, a full rush by the defense and fake kicks by the offense shall be allowed.
2. The kicking team shall have five seconds after the snap to get the kick away. Failure to kick within the time limit will result in a delay of game penalty, unless other infractions occur. Failure to successfully kick after the second try will result in an automatic first point after touchdown attempt.

D. Field goal attempts and P.A.T. attempts shall be considered kicking situations.

1. In the Junior & Intermediate Division, no defensive rushing or false kicks by the offense is allowed.
2. In the Senior & Advanced Division, a full rush by the defense and fake kicks by the offense shall be allowed.

### **EXCEPTION 3: Play Time Limit**

Each offensive team has 35 seconds in which to start the next play without incurring a delay of game penalty.

### **EXCEPTION 4: Game Playing Time Limit.**

Playing time of the game may be cut at the discretion of the referee and Player Agent. Both head coaches must be informed.

### **EXCEPTION 5: Game Forfeit**

Once a game has been started, a forfeit can only occur:

- A. When because of injury, a team is unable to field a team of 11 players, and
- B. Upon recommendation of the coach of the leading team, and the agreement of the referee and Player Agent.

## **SECTION IX - DISPUTES**

### **1. Disputes or challenges:**

Disputes or challenges arising from actions toward or by a Player Agent and/or involving an infraction of the rules will be appealed in writing to the President and adjudicated by the Board of Directors.

### **2. Appeals:**

The appeal must be made within 72 hours of the dispute and be accompanied by a \$20.00 filing fee that will be returned only if the appeal is upheld. If the appeal concerns a game protest, the referee must be notified before the game ends. The referee will notify the opposing coach.