

NATIONAL CAPITAL AMATEUR FOOTBALL ASSOCIATION



***CONSTITUTION***

***BY-LAWS AND***

***RULES AND REGULATIONS***

*June 21, 2011*

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## **DEFINITIONS**

To be added.

### **1 GUIDING PRINCIPLES**

#### 1.1 Name

This association shall be known as the National Capital Amateur Football Association, hereinafter to be referred to as the “NCAFA”, the “Association” or the “League”.

#### 1.2 Vision

To be the premiere sports association in the National Capital Region.

#### 1.3 Mission

To foster and encourage participation by boys and girls up to age 22 in organized amateur football.

#### 1.4 Core Values:

- Fair Play
- Team Work
- Discipline
- Education
- Participation

#### 1.5 Objectives

- Seek to ingrain the core values in all aspects of the Association
- Seek to achieve a quality experience for all participants including players, coaches, officials, parents, and families.
- Ensure that volunteer participants receive the necessary instructions, courses and training to permit a fun, healthy, safe and harassment free environment for the players.
- Promote the educational opportunities provided by football.
- Provide knowledgeable guidance on opportunities for players, coaches, trainers and managers to achieve their maximum football potential.
- Seek to achieve strong and balanced operations amongst its entire member Clubs and as required provide league directed mentorship services and leadership to achieve this objective.

### **2 MEMBERSHIP**

2.1 Membership in the NCAFA is open to any club or organization fielding an amateur tackle football team which meets the requirement of the NCAFA as specified in Article 3 and shall be hereinafter referred to as the “Club”.

## 2.2 New Members

- 2.2.1 Clubs shall become members of the NCAFA upon application in writing to the Association and approval by the Board of Governors;
- 2.2.2 Approval of both new Clubs and new teams from existing Clubs shall require a two-thirds vote of the Board. An existing team, which fails to register any players with the NCAFA for two consecutive seasons, shall thereafter be considered a new team;
- 2.2.3 New Clubs are required to prove their viability to the Board of Governors by submitting a business plan that includes an annual budget, the field allocation, and the proposed territory, a list of executive members and coaching staff and potential sources of income.

## 2.3 Club Fees

- 2.3.1 Member Clubs shall pay an annual membership fee of such amount and at such time(s) as determined each year by the Executive Committee;
- 2.3.2 A member Club failing to pay such fee as specified and scheduled shall automatically have its voting rights suspended and shall be subject to suspension from league activities or to a fine in such amount as is determined from time to time by the Board of Governors;
- 2.3.3 Any member Club, which is in arrears of part or its entire membership fee, shall not be allowed to participate in any exhibition, regular season, or playoff game or, in any other NCAFA-sanctioned activity

## 2.4 Membership as a Privilege

- 2.4.1 Membership in the NCAFA is a privilege. Clubs are expected to work towards achieving the NCAFA Vision and Objectives, embrace and promote its Core values, and to abide by the Constitution, By-Laws and Regulations of membership. This includes all reasonable efforts on the part of Club executives to maintain viable operations. Where reasonable effort is not made or reasonable efforts fail the NCAFA reserves the right to take action to correct the situation. This action will range from mentoring and consultation, to league takeover of a Club operation, to, in the worst case, revocation of the Club's membership. A revocation of a Club's membership will require a two-thirds vote of the Board.

## 2.5 All members shall agree to abide by and comply with all NCAFA rules and

decisions.

## 2.6 Club Responsibilities

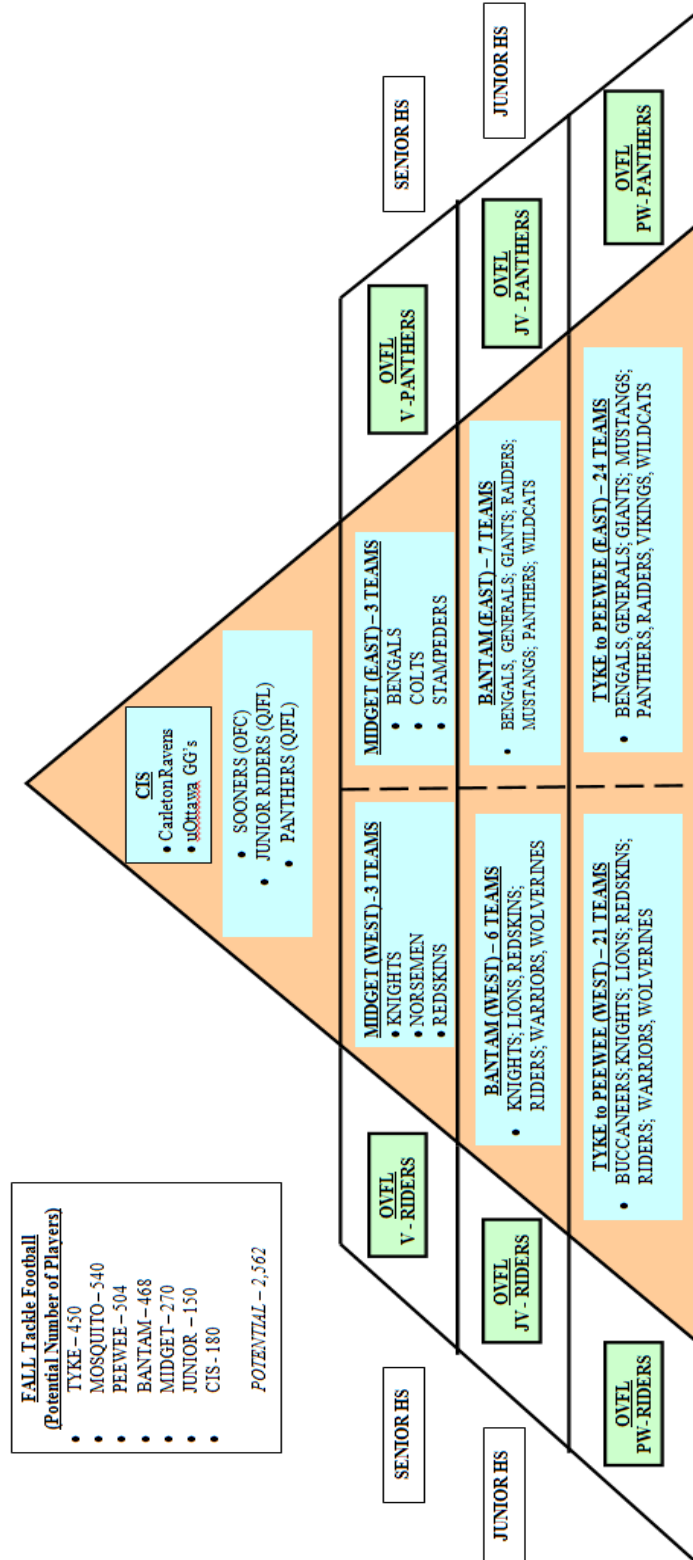
It is each member Club's responsibility to:

- a) participate in the NCAFA Board of Governors;
- b) provide its teams with proper protective equipment and uniforms;
- c) participate in and support all NCAFA activities;
- d) provide copies of NCAFA Constitution, Rules and Regulations and By-Laws to all individuals affiliated with that club to ensure that they are familiar with all relevant portions of the NCAFA Constitution, Rules and Regulations and By-Laws, as well as any other restrictions and obligations;
- e) give the NCAFA a 30 day notice, in writing (by hand, mail or fax), of all exhibition games (to ensure insurance coverage) and complete all appropriate documentation required by Football Canada when playing teams and organizations outside the Ottawa-Carleton Region;
- f) submit annually to the NCAFA President a list of its Executive Committee, a list of its coaches, volunteers and cheerleaders;
- g) encourage coaching staff to complete coaching certification levels and
- h) ensure that all volunteers complete the volunteer Enrolment Form.

### 3 LEAGUE STRUCTURE

#### 3.1 Diagram of NCAFA Structure

<b>VISION</b> - To be the premiere sports association in the National Capital Region.	
<b>MISSION</b> - To foster and encourage participation by boys and girls up to age 22 in organized amateur football.	
<b>CORE VALUES</b>	<b>OBJECTIVES</b>
<ul style="list-style-type: none"> <li>• Fair Play</li> <li>• Team Work</li> <li>• Discipline</li> <li>• Education</li> <li>• Participation</li> </ul>	<ul style="list-style-type: none"> <li>• Seek to ingrain the core values in all aspects of the Association</li> <li>• Seek to achieve a quality experience for all participants including players, coaches, officials, parents, and families.</li> <li>• Ensure that volunteer participants receive the necessary instructions, courses and training to permit a fun, healthy, safe and harassment free environment for the players.</li> <li>• Promote the educational opportunities provided by football.</li> <li>• Provide knowledgeable guidance on opportunities for players, coaches, trainers and managers to achieve their maximum football potential.</li> <li>• Seek to achieve strong and balanced operations amongst its entire member Clubs and as required provide league directed mentorship services and leadership to achieve this objective.</li> </ul>



# NCAFA TACKLE DEVELOPMENT PROCESS

CATEGORY	TYKE (U11)	MOSQUITO (U13)	PEEWEE (U15)	BANTAM (U17)	MIDGET (U20)	CIS (U25)/JR (U22)
<b>AGES / GRADES</b>	8-10 yrs (Gr. 3,4,5)	11-12 yrs (Gr. 6, 7)	13-14 yrs (Gr. 8,9)	15-16 yrs (Gr. 10,11)	17-19 yrs (Gr. 12 +)	18 yrs + (School / Work)
<b>DEVELOPMENT</b>	<b>EARLY ENTRY</b>	<b>MAIN ENTRY</b>	<b>MAIN ENTRY</b>	<b>CORE</b>	<b>CORE</b>	<b>ELITE</b>
<b>PHILOSOPHY</b>	<ul style="list-style-type: none"> <li>New to football and large team play.</li> <li>Introduce basic skills and football concepts – players, coaches and parents.</li> <li>Reduced field size, 10 players, coach on field</li> </ul>	<ul style="list-style-type: none"> <li>Still a significant number of players 'new' to football</li> <li>Teach and develop fundamental skills – players and coaches.</li> </ul>	<ul style="list-style-type: none"> <li>Many players 'new' to football</li> <li>Continue to develop fundamental skills of players and coaches</li> <li>Advance the evolution of on field play/more tech training</li> </ul>	<ul style="list-style-type: none"> <li>Reduction in the number of 'new' players to NCAFA</li> <li>Competitive level of play</li> <li>Players start to specialize on positional play</li> </ul>	<ul style="list-style-type: none"> <li>Interim stage to CIS and / or Junior programs</li> <li>Highly competitive level of play</li> <li>Players and coaches tend to be most serious</li> </ul>	<ul style="list-style-type: none"> <li>Ultra competitive level of play</li> <li>Highly specialised players and coaches</li> </ul>
<b>EMPHASIS</b>	Participation					
<b>WEIGHTS</b>	NO LIMIT	NO LIMIT	NO LIMIT	NO LIMIT	NO LIMIT	Competitive
<b>ROSTER SIZE</b>	30	36	36	36	45	NO LIMIT
<b>MINIMUM PLAYS</b>	4 per Half	4 per Half	3 per Half	NO Minimum	NO Minimum	NO Minimum
<b>2-WAY PLAY</b>	Limited - CENTRE	Limited - CENTRE	Limited - CENTRE	SPECIAL TEAMS ONLY	YES	YES
<b>DOWNS</b>	3	3	3	3	4	3
<b>TIMING</b>	9' BOOK (2 minute warning)	10' BOOK (3 minute warning)	10' BOOK (3 minute warning)	12' BOOK (3 minute warning)	15' BOOK (3 minute warning)	15' BOOK (3 minute warning)
<b>COACHES</b>	<ul style="list-style-type: none"> <li>On field</li> <li>Enter Level 1 training</li> </ul>	<ul style="list-style-type: none"> <li>On field for Time outs</li> <li>Complete FC Level 1</li> </ul>	<ul style="list-style-type: none"> <li>On field for Time outs</li> <li>Enter Level 2</li> </ul>	<ul style="list-style-type: none"> <li>On field for Time outs</li> <li>Continue Level 2</li> </ul>	<ul style="list-style-type: none"> <li>Complete FC Level 2.</li> <li>Enter Level 3</li> </ul>	<ul style="list-style-type: none"> <li>Complete FC Level 3</li> <li>Cert Level 3 &amp; above</li> </ul>
<b>TRAINERS</b>	MANDATORY	MANDATORY	MANDATORY	MANDATORY	MANDATORY	MANDATORY
<b>OFFICIALS</b>	<ul style="list-style-type: none"> <li>2 Per Game</li> <li>A minimum of one official should be working on Level II certification, while one official can be introductory Level I</li> </ul>	<ul style="list-style-type: none"> <li>3 Per Game</li> <li>Referee/Umpire – one of the two must be certified Level II and preferably experienced (two years)</li> <li>Sideline official can be introductory Level I</li> </ul>	<ul style="list-style-type: none"> <li>3 Per Game</li> <li>Referee/Umpire – one of the two must be certified Level III and other should be Level II experienced</li> <li>Sideline officials must have completed Level I clinic</li> </ul>	<ul style="list-style-type: none"> <li>4 Per Game</li> <li>Referee/ Umpire – one of the two must be certified Level III and other should have started Level III training</li> <li>One sideline official should be Level II experienced</li> <li>Other sideline official must have completed Level I clinic</li> </ul>	<ul style="list-style-type: none"> <li>5 Per Game</li> <li>Referee and Umpire – must be Level III certified</li> <li>BU – should have completed Level III clinic and attempting certification</li> <li>Sideline officials should be minimum Level II experienced</li> </ul>	<ul style="list-style-type: none"> <li>CF – all officials qualified Level II or have completed Level IV clinic</li> <li>JR – Referee certified Level IV</li> <li>Umpire to have taken Level IV</li> <li>BU(B) to be Level III certified</li> <li>L/JHL to be Level II exp. Moving to Level III</li> </ul>
<b>PROFILE EVENTS</b>	Friday Night Tyke (Played Pre-Season)	Mosquito Madness (Played Pre-Season)	All Star Game (Played Post-Season)	All Star Game (Played Post-Season)	All Star Team (Named Post-Season)	Various
<b>BURSARY AVAILABLE</b>	NIL	NIL	NIL	2 X \$500	2 X \$500	

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3.2 The Board of Governors of the NCAFA and Executive Committee shall have ultimate and full operational control of the affairs of the NCAFA subject only to the provision of this Constitution. These two groups are referred to as the “Board”.

3.3 Board of Governors

3.3.1 The Board of Governors shall consist of one representative from each member Club (“Governor”). Ordinarily the Club President (or equivalent) shall serve as the Governor. Each member Club shall also name one “Alternate Governor” who shall be familiar with NCAFA matters and shall represent the Club in the absence of the

Governor. Only the designated Governor or Alternate may represent a Club at an NCAFA meeting.

3.3.2 No person may represent more than one Club at the same time.

3.3.3 Each member Club shall submit to the NCAFA Secretary in writing the names of the Governor and Alternate annually or in the event of change.

3.3.4 Attendance

A member Club not represented at three consecutive Board meetings shall automatically have its voting rights suspended; reinstatement requires a two-thirds vote of the Board.

3.3.5 Duties

Each Governor is expected to:

- participate in and promote Association business;
- represent his or her Club at Board meetings; and
- promote communication and co-operation amongst member Clubs.

3.3.6 Any Governor may be removed from office at any time for any reason by a two-thirds vote of the Board.

3.4 The Executive Committee

3.4.1 The Executive Committee, under the leadership of the President, shall be responsible for the administration of league affairs. It shall be accountable to the Board of Governors.

3.4.2 The Executive Committee shall have responsibility for all matters of discipline involving players, coaches, other team officials, and individual teams not normally handled by the Disciplinary Sub-Committee during regular season play as directed by the President.

3.4.3 The Executive shall comprise of the following officers:

- a) The President
- b) Vice-President, Operations
- c) Vice-President, Programs
- d) The Treasurer
- e) The Secretary
- f) The Registrar
- g) The Immediate Past-President
- h) Directors (as required)

i) Fundraising Coordinator

3.4.4 Elections

All officers except the Directors, Registrar, the Past President and the Fundraising Coordinator shall be nominated and elected at the Annual General Meeting. Only members of the Board of Governors vote. The Registrar and the Fundraising Co-ordinator shall be appointed by the President. Should one of the elected posts become vacant during the year, the President shall appoint a replacement. The replacement is subject to approval by the Board of Governors.

3.4.5 Nominations

The Past-President (or, in his/her absence, a replacement appointed by the President) shall be responsible for nominations and shall present a slate of candidates to the Annual General Meeting. Further nominations shall then be accepted from the floor. Contested positions shall be voted on by ballot; a majority vote (rather than a plurality) shall be required for election. Positions shall be voted upon in the order in which they are listed in 3.4.3.

3.4.6 The terms of office of the officers shall commence following the Annual General Meeting and continue until the next Annual General Meeting.

3.4.7 Conflict of Interest

Ideally, officers would have no ties with member Clubs, but it is recognized that in practice most officers are associated with a particular Club to a greater or lesser degree, and that it is acceptable in most circumstances. However, no officer may also serve as Governor or Alternate.

3.4.8 Attendance

Unless a valid leave of absence is recognized by a majority of the Executive Committee, any officer who absents him/herself from three (3) consecutive meetings shall automatically have his/her office declared vacant.

3.4.9 Removal from Office

Any executive committee member may be removed from office at any time for any reason by a two-thirds vote of the Board of Governors.

## **4 EXECUTIVE FUNCTIONS**

- 4.1 The President of the NCAFA shall be responsible for the overall co-ordination and execution of NCAFA programs. He/she shall preside at all Board of Governors' meetings. He/she shall be an ex-officio member of all committees. He/she or his/her designate shall be the representative of the NCAFA at meetings or other official functions of the Ontario provincial football association (if a member) or Football Canada, and shall be the only official spokesperson of the NCAFA.
- 4.2 The Vice-President of Operations shall perform such duties as are directed by the President pertaining to on-field operations. He/she may perform the duties of the President in the latter's absence or at his/her request.
- 4.3 The Vice-President of Programs shall perform such duties as are directed by the President pertaining to special programs, education, bursaries and awards. He/she may perform the duties of the President in the latter's absence or at his/her request.
- 4.4 The Treasurer shall:
- pay all accounts by cheque;
  - keep accurate financial records;
  - report at each Board meeting; and
  - present an annual budget to the Board for approval no later than the March meeting.
- 4.5 The Secretary shall:
- issue notices of all meetings;
  - maintain and distribute to each Board member records of meetings and proceedings; and
  - have custody of all documents and records pertaining to the affairs of the NCAFA (except those kept by the Registrar and the Treasurer).
- 4.6 The Registrar shall be responsible for conducting the annual player registration program.
- 4.7 The Fundraising Coordinator shall be responsible for organizing and conducting fundraising activities such as the league.
- 4.8 Directors (as required) will assume responsibilities for items such as publicity and money generating opportunities such as Bingo, Trillium Fund, City Casino and sale of promotional items, etc. These individuals shall also be responsible for obtaining radio and television exposure for the league.

## **5 ADVISORY GROUP**

- 5.1 The Advisory Team is made up of members of the business, political and football community external to the NCAFA. Their main function is to provide the Board with expert advice and guidance on the management of the NCAFA with respect to its Vision and Objectives. Members shall not have voting rights.

## **6 MEETINGS**

- 6.1 There shall be the following types of meetings of the NCAFA:
- General;
  - Full Board;
  - Executive Committee; and
  - Ad Hoc Committee (which includes the Disciplinary Sub-Committee)
- 6.2 The Annual General Meeting shall be held in January each year. Its purpose shall be to;
- review the activities of the past season;
  - elect a new Executive Committee;
  - consider and adopt amendments to the Constitution; and
  - consider policies aimed at improving the NCAFA operation for the coming season.
- 6.3 The Semi-Annual General Meeting shall be held in June or July. Its purpose shall be to consider and adopt amendments to the Constitution.
- 6.4 The Full Board Meetings shall be held:
- on a regular monthly basis;
  - at the call of the President; and or
  - if for any reason a meeting has not been called by the President within two weeks after being so requested in writing by two or more executive officers, a meeting may be called and chaired by an Executive officer. Such a meeting, subject to the rule of quorum, shall be legal and constitutional.
- 6.5 Notice of Meeting shall be given by the Secretary to all Clubs at least seven (7) days prior to such meeting. Emergency meetings of the Full Board may be called without the usual seven-day notice provided that a quorum of the Board agrees to such a meeting.
- 6.6 Attendance at meetings shall be open to interested observers. Invited guests shall attend where the Chair grants permission. It shall be the duty

of the President to invite, to NCAFA meetings, such persons as are known to have information related to the topics contained in the agenda.

- 6.7 A quorum for both General Meetings and Full Board Meetings shall consist of half the members of the Executive Committee as well as representation from half the member Clubs.

6.8 Voting

At a General Meeting and a Full Board Meeting, each Governor (or Alternate) and each elected Executive Officer shall have one vote subject to the conditions of the table below. Elected Executive Officers include the President, Vice-Presidents, Secretary and Treasurer. No one may vote more than once.

A Club, whose voting rights have been suspended, shall have no votes at any meeting.

Proxy votes shall only be accepted, if submitted in writing to the President at least 24 hours prior to a General Meeting.

**Voting Items:**

Constitution Changes (2/3 margin required to pass) - One vote per Club, President, Vice-Presidents, Secretary and Treasurer vote.

By-laws - (2/3 margin required to pass) - One vote per Club, President and Vice-Presidents vote.

Regulations - (majority required to pass) - One vote per Club, President and Vice-Presidents vote.

Budget and finances - (majority required to pass) - One vote per Club, President and Vice-Presidents, Secretary and Treasurer vote.

Other (not defined in this document) - (majority required to pass) - One vote per Club, President and Vice-Presidents, Secretary and Treasurer vote.

- 6.9 Procedure for obtaining a majority vote on league issues.

This issue must have a sponsor(s).

The sponsor is to request that the secretary place an issue on the agenda. The sponsor should provide enough information so that the Board members may consider the issue prior to arriving for the meeting.

Any changes effecting the current season may not be introduced after the March Full Board meeting of that year.

Any changes effecting the play (i.e.: weights, territories, schedules) and not covered in Article 9 and 10, require 30 days notice prior to voting.

A motion to reconsider is applicable to a motion that was passed at the same meeting. Such a motion must be moved by someone who voted with the prevailing majority on the previous vote. It requires a two-thirds (2/3) majority to pass. The reconsider vote will occur 30 days later. This item may not be revisited until the following season.

When votes are counted, an "abstention" is not counted as a vote for or against the motion.

## **7 AMENDMENTS TO THE CONSTITUTION**

- 7.1 This constitution may only be amended at an Annual or Semi-Annual General Meeting. Notice of any proposed amendment must be given to the Secretary, in writing, at least thirty (30) days prior to these meetings and distributed to member Clubs at least fifteen (15) days prior to these meetings.
- 7.2 Adoption of an amendment shall require a two-thirds vote. Sub-amendments may be moved and voted upon at the meeting. Voting shall be conducted in the manner described in 6.8.

## **8 BY-LAWS AND REGULATIONS**

- 8.1 The Board may, by vote, establish, amend, or repeal By-laws & Regulations concerning such matters which fall within the jurisdiction of the NCAFA. Voting shall be conducted in the manner described in 6.8.
- 8.2 Thirty (30) days notice shall be given regarding such amendments, unless some urgent circumstances require that the President waive such notice.
- 8.3 Any breaches of the NCAFA Constitution, By-Laws or Regulations may be referred to the Disciplinary Sub-Committee.

## **9 FINANCES**

- 9.1 Only the President, Vice President Operations, Vice President Programs or the Treasurer is authorized to sign cheques in the name of NCAFA. Two (2) authorized signatures shall be required on all cheques.
- 9.2 The fiscal period of the NCAFA shall be the calendar year.
- 9.3 An auditor shall be appointed annually at the Annual General Meeting.

## **10 BURSARIES**

10.1 NCAFA will award one (1) Bursary to a graduating Bantam Girls Touch player; two (2) Bursaries to graduating Bantam tackle players and two (2) Bursaries to graduating Midget tackle players each in the amount of \$500.00 based on the following criteria:

Each Club that has a Girls Touch Bantam, or tackle Bantam or Midget team shall submit the name of one player who illustrates:

- a high academic standing (over 75 % from the previous year);
- a significant level of on-field performance;
- a number of years playing football and progression; and
- an important contribution to his/her team.

10.2 All nominations must be forwarded by the President of NCAFA and endorsed by the players' head coach and Club President by the date of the monthly meeting held in October of each year. The President of NCAFA will chair a committee of three executive members and/or Board of Governors representatives that review all applications.

10.3 The Bursaries will be awarded to a Bantam and Midget player from the WEST and a Bantam and Midget player from the EAST. The winners will be presented with a letter of congratulations on the field prior to the commencement of the Conference Championship for their respective level.

10.4 The money will be held in trust until confirmation of enrolment is received and a cheque will then be issued to the post-secondary institution directly.

10.5 The Bursary to be awarded to the Bantam player from the western team will be in the name of Mr. Howard Campbell, a long time supporter of the Myers Riders organization. The Bursary to be awarded to the Bantam player from the eastern team will be in the name of Mr. John Smith, who has served his Club, the Bel-Air Copeland Lions, for close to thirty years. The East Midget Bursary will be in the name of Ron Hammell, one of the founders of minor football in Ottawa, and a long time supporter of the Ottawa Colts and the West Midget bursary will be in the name of Bob Stephen, a former CFL player with the Ottawa Rough Riders, long time NCCP course conductor and a member of the Nepean Redskins.

10.6 The continuance of the program will be dependent upon the financial stability of the Association and subject to review and/or cancellation at any time. Bursary funds must be claimed within 7 years of award.

## **11 VOLUNTEER OF THE YEAR AWARD**

11.1 The National Capital Amateur Football Association will recognize a “Volunteer of the Year” on an annual basis. Nominations will be forwarded to the NCAFA selection committee by the date of the meeting held in November. The President will chair a committee of 3 executive members and/or Board of Governor representatives that will review all applications. Any committee member that may be nominated will not be permitted to review his/her nomination.

A volunteer is described as any person who volunteers their time to help organize, run, coach or assist any Club and/or the NCAFA, taking into consideration:

- length of service;
- quality of service provided;
- position(s) held;
- contribution/accomplishment(s); and
- impact on a team, Club or the NCAFA.

Nominations can be forwarded by any executive member of a Club or the NCAFA but must be received no later than the date of the league meeting in November. The name of the person, the year it was awarded and the Club and/or league affiliation will be engraved on a trophy to be kept by the NCAFA and a plaque or other suitable award will be given to the winning nominee to keep.

Presentation of the trophy and award will be made at the annual banquet or the annual general meeting in the absence of an annual banquet which would normally be held in February.

## **12 VOLUNTEER SCREENING**

12.1 Introduction: The volunteer screening policy is designed to screen all volunteers to determine their suitability to work in an official capacity with the participants (as on-field support staff such as coaches, trainers and managers) or as a member of a Club executive (such as a Treasurer). In light of problems in other sports and Clubs that have young people in their charge it was deemed prudent to institute this policy to help protect the participants and the league. The policy is intended to prevent those adults in positions of authority from engaging in behaviours that may be defined as abusive to the participants. Abusive behaviour may be defined as follows:

Verbal abuse - Using inappropriate language with the intention of humiliating, threatening or intimidating the young person.

Physical abuse - Taking action or using behaviours towards the young person which result in physical harm to the well being of that youth.

Sexual abuse - Engaging a young person in any type of sexual behaviour,

with or without the young person's consent, for the purpose of sexual gratification of the adult.

12.2 Policy. The policy statement adopted by the league is as follows:

All volunteers and league executives must submit to a screening process, which should include a Police Records Check (PRC).

12.3 Process. The process used by each Club to meet the league policy will differ. However, there are some key considerations that must be included. These considerations follow:

Club officials and coaches must accept that they are accountable to the players, parents and league officials for the actions of on-field staff and Club executives. Each Club will be responsible to develop their own Club policy to govern how they respond to abusive behaviour or alleged sexual misconduct. They will publish their policy so that all Club participants are made aware.

Club officials and coaches must accept that in Ontario law they may be accountable should they fail to report that they have "reasonable grounds to suspect that a child is or may be suffering or may have suffered abuse". This is an issue that all of our volunteers must understand. Their responsibilities to the child may extend beyond the period of time that they see them in their activity. A revamped Ontario law to include recreation leaders such as those involved in the NCAFA may soon strengthen this responsibility.

The Club should conduct a risk assessment to determine the situations that cause the potential for any type of abuse. They must then eliminate those conditions or provide guidance on how to avoid the situations.

Club officials are to use the form provided at Annex G to complete each and every screening for their volunteers. Those to be screened include all on-field staff and the Club executives. The League executive will also be screened. Clubs are strongly encouraged to have each volunteer submit to a PRC.

Club officials must ensure that all volunteer screening data is kept confidential. When a PRC has been completed that disqualifies a volunteer, the Club must report that information to the league. However, the Club cannot name the disqualified volunteer unless the volunteer agrees in writing for the Club to divulge the name to the league. This does not guarantee that a disqualified volunteer will not attempt to move elsewhere, but the standardized volunteer screening process should mitigate the possibility.

12.4 Actions. Clubs will certify, in writing, to the President of the NCAFA by the times noted that the following action has occurred:

League meeting in April - Which a written Club policy has been prepared and implemented.

League Registration in August - Which each volunteer that, is being registered by the Club has completed the Volunteer Screening process.

12.5 Sanctions. The League recognizes the difficulty that Club Presidents may have with imposing sanctions on adults who demonstrate some types of abusive behaviour or who are found to have an unsuitable record when a PRC is completed. Nonetheless, for the sake of our participants and the long-term viability of the NCAFA some sanctions must be put in place:

Any volunteer who has not completed the Volunteer Screening process shall not be registered with the league and shall not be covered by the league liability insurance. This sanction will take effect in January for each calendar year.

Any proposed volunteer whose PRC indicates a conviction that is assaultive, violent or sexual in nature be prohibited from participating in any part of the NCAFA program. Club Presidents shall report such occurrences to the President of the NCAFA.

Any proposed volunteer who has a Criminal Code record for other offences, which could for example include theft, fraud and impaired driving, may at the discretion of the Club President and in accordance with Club policy be permitted to participate in the NCAFA programs.

12.6 Annual Review. To ensure accuracy and up-to-date data, this policy shall be reviewed annually by an executive member appointed by the President of the NCAFA.

### **13 REMUNERATION**

13.1 Officers of the NCAFA or those designated to represent the NCAFA are to be compensated for expenses incurred on behalf of the league. All expenses are to be supported with submission of an invoice or expense receipt or claim. Travel allowances will include:

- ⇒ \$09.50 for breakfast
- ⇒ \$12.00 for lunch
- ⇒ \$25.00 for dinner
- ⇒ \$00.35 per kilometre if traveling by car.

Discretionary expenditures are to be approved by the President and the Treasurer in advance.

## **14 PROCEDURE**

14.1 Except as specified above, meetings shall be conducted in accordance with Robert's Rules of Order.

## **15 LIABILITY**

15.1 No member shall be held personally liable for any damage or injury or loss suffered by any person, club or organization as a result of any direct or indirect actions of NCAFA or of anyone acting on NCAFA's behalf. No members of the NCAFA are authorized to act on behalf of the NCAFA without the formal consent of NCAFA, granted by the majority vote on the NCAFA Full Board. Any member or person purportedly acting on behalf of the NCAFA without necessary authorization does do strictly at his/hers own risk and liability.

15.2 Should the NCAFA contribute or loan property or equipment to individuals or organizations, such is done with the understanding that the receiver will utilize the property at his own risk and agreed not to hold NCAFA or any members thereof liable for damages that may result from any defect or shortcoming in the aforesaid property.

15.3 Every Board member of NCAFA or other person who has undertaken or is about to undertake any liability on behalf of NCAFA or any company controlled by it and their heirs, executors and administrators, and estate and effects, respectively shall from time to time, be indemnified and saved harmless out of the funds of the NCAFA, from and against,

- a) all costs, charges and expenses whatsoever which such Board member, Officer or other person sustains or incurs in or about any action, suit or proceeding that is brought, commenced or prosecuted against him/her, for or in respect of any act, deed, matter or thing whatsoever made, done or permitted by him/her in or about the execution of the duties of his/her office or in respect of any such liability;
- b) all other costs, charges and expenses that he/she sustains or incurs in or about or in relation to the affairs thereof, except such costs, charges or expenses as are occasioned by his/her own act, neglect or default if such act, neglect is both wilful and wrongful.

15.4 No Board member for the time being of NCAFA shall be liable for the acts receipts, neglect or defaults of any other Board member or employee or for

joining in any receipt or act for conformity or for any loss, damage or expense happening to NCAFA through the insufficiency or deficiency of title to any property acquired by order of NCAFA Full Board for or on behalf of NCAFA or for the insufficiency or deficiency of any security in or upon which any of the monies of or belonging to NCAFA shall be placed out or invested or for any loss or damage arising from bankruptcy, insolvency, or fortuitous act or any person, firm or corporation including any person, firm or corporation with whom any monies, securities or effects shall be lodged or deposited or for any damage resulting from any dealings with any monies, securities or other assets belonging to NCAFA or for any other loss, damage or misfortune whatever which may happen in the execution of the duties of his/her respective office or trust or in relation thereto unless the same shall happen by or through his own act, neglect or default if such act, neglect or default is both wilful and wrongful.

## BY-LAWS

### **BY-LAW 1 - DIVISIONS AND SCHEDULING**

#### 1.1 Divisions and Conferences

The NCAFA shall operate six separate levels of play (“Divisions”), namely Mite, Tyke, Mosquito, Peewee, Bantam and Midget. Playoffs will be played under a conference format based on the relative rankings of teams in each division. Additionally, member Clubs may operate youth Flag Football, Girls Touch, and Cheerleader programs under the NCAFA.

#### 1.2 Regular Season

Regular season and playoff games shall together total at least nine games for all teams.

#### 1.3 Playoffs

All eligible teams in the Tyke, Mosquito, PeeWee and Bantam levels shall participate in post-season playoffs commencing with a Quarter Final game. For the Midget level, the top 4 eligible teams in the regular season shall participate commencing with a Semi-Final game.

#### Tyke to Bantam

- The Quarter Final round of playoff assignments will pit the top 4 teams from each Conference in a cross-over format (1 East vs. 4 West, 2 East vs. 3 West, etc.). The same will apply to remaining teams from each Conference until all teams are seeded. This Quarter Final match will be used to seed Teams for the ‘A’, ‘B’ and ‘C’ Semi Final round games.
- Semi-Final games are sudden death. Semi-Final winners will advance to play a single Championship game.
- The playoff structure and schedule will look as follows;

<i>Quarter Final</i>			<i>Semi-Final</i>			<i>Championship</i>		
<b>QF1</b>	1 East	4 West	<b>SF1</b>	W- QF1	W - QF3	<b>‘A’ Final</b>	W - SF1	W - SF2
<b>QF2</b>	2 East	3 West		<b>SF2</b>	W- QF4		W - QF2	
<b>QF3</b>	3 East	2 West	<b>SF3</b>	L- QF1	L - QF3	<b>‘B’ Final</b>	W - SF3	W - SF4
<b>QF4</b>	4 East	1 West		<b>SF4</b>	L- QF4		L - QF2	
<b>QF5</b>	5 East	7 West	<b>SF5</b>	W - QF5	W - QF6	<b>‘C’ Final</b>	W - SF5	W - SF6
<b>QF6</b>	6 East	6 West		<b>SF6</b>	W - QF7		Wild Card	
<b>QF7</b>	7 East	5 West						

- The Wild Card team of QF5, QF6 and QF7 games, will move on to play in the “C” Cup Semi-Final game with the following match placing;
  - ODD years will play W – QF5 in SF5
  - EVEN years will play W – QF7 in SF6
  - NOTE: The Wildcard team will NOT be paired against their Quarter Final opponent.
  
- The Wild Card team is selected based on the following evaluation criteria, applied in the listed order. The Wild Card team shall be:
  - 1) the team with least points scored against in Quarter Final game;
  - 2) the team with the lowest +/-, defined as points against minus points for in Quarter Final game;
  - 3) by coin flip, executed by NCAFA Executive.

Midget

- For the Midget level, the 1<sup>st</sup> place team will play the 4<sup>th</sup> place team, and the 2<sup>nd</sup> place team will play the 3<sup>rd</sup> place team. The winners of those semi-final matches will play a single championship game.

<i>Semi-Final Game</i>			<i>Championship Game</i>		
<b>SF1</b>	1st	4th	<b>A' Final</b>	W - SF1	W - SF2
<b>SF2</b>	2nd	3rd			

The exact playoff format shall be announced before the start of the regular season.

Teams which have defaulted more than one of its regular season games shall not be eligible for post-season play. Under extenuating circumstances, this penalty may be waived or otherwise altered by the Executive Committee.

1.4 Ties in Regular Season Standings

The current schedule is an interlocking schedule based on Divisional alignment (i.e. East and West) with each team playing their divisional opponents once and with games versus intra-divisional opponents resulting in a total of 8 regular season games. Numerous constraints preclude having a full interlocking schedule (i.e. Length of season, access to fields and officials, increased costs, etc.).

A tie in the final standings between any number of teams shall be resolved in order to finalize seeding for playoff games. The following criteria will apply:

### Tyke through Bantam

- the best won and lost record in games played between the tied teams involved;
- when possible, a shortened game to be played;
- as a last resort, toss of a coin

If, after application of the above tie-break criteria, two or more teams remain tied, then the following will apply;

- should tied teams remain within a single tier; a coin-toss will be used to determine playoff seeding
- should teams remain tied and span two tiers, when possible, a shortened game will be played between the teams involved or a coin-toss will be used.

### Midget

- the best won and lost record in games played between the teams involved;
- the best points for and against record in games played between the teams involved;
- the best points for and against record for all games played
- as a last resort, toss of a coin

## 1.5 Fields

- a) Referees and game fields shall be arranged by the NCAFA.
- b) Practice fields shall be the responsibility of member Clubs.
- c) Game fields outside of Nepean and Ottawa (i.e.: Gloucester) must be reserved by the respective member Clubs so that an equitable number of home games can be scheduled.
- d) All game fields must be properly lined and marked with soft rubber cones. Cones should appear at the corners of the back of the end zone and goal lines; 25, 45 and 55 yard lines.
- e) The lining of the fields will be arranged by a designated officer of the league executive. The cost of lining a game field for the first time in a season, whether it is prior to any exhibition game, practice or regular season game, will be paid for by the league. Any subsequent lining(s) of the field prior to a regular season game is to be paid for by the home team in question, whether the lining is arranged through the league designate or not.

## **BY-LAW 2 - TEAM NAMES, COLOURS AND SPONSORS**

- 2.1 All team names must be approved by the Board of Governors. All teams operated by a club must carry the same name at each level.
- 2.1 All team colours shall be subject to and not allowed to be changed without prior approval of the Board of Governors including team colours which are to be transferred to another club.
- 2.3 The name of the team sponsor may only be put on the back of the team sweaters, above the numbers, in letters which shall not exceed 3 inches in height, and/or on team capes. Logos or similar trademarks of a sponsor may be put on the shoulders or upper sleeve of team sweaters and/or on the sides of helmets.
- 2.4 Teams that wish to use game jerseys and game pants that match identically, in terms of primary colours, with a team that has previously registered its colours with the league, must change the primary colour of the jersey so that there is a distinct contrast between the two teams. Disputes regarding the use of team uniforms will be arbitrated by the Executive Committee.

## **BY-LAW 3 - PLAYER ELIGIBILITY**

- 3.1 The following criteria shall determine a person's eligibility for a given team at all levels (Tyke through Midget):
  - age; and
  - place of principle residence which is determined as the address on file with the school to which the player attends.
- 3.2 Clubs shall be responsible for taking all necessary steps to verify their player's ages and place of residence at the time that player is approaching a club or being recruited in activities organised by a club. Those players that reside outside of the club's territory are to be immediately directed to the club that operates within the territory that the player resides.
- 3.2 Players who are officially registered on a Post Secondary and/or Junior team shall be prohibited from participating as a player on an NCAFA team during that season.

#### **BY-LAW 4 - AGE AND WEIGHT LIMITS**

4.1 a) The maximum age for each Division shall be:

Mite	under 8 years of age, no weight limits
Tyke	10 yrs. as of December 31, no weight limits
Mosquito	12 yrs. as of December 31, no weight limits.
Peewee	14 yrs. as of December 31, no weight limits
Bantam	16 yrs. as of December 31; no weight limits
Midget	19 yrs. as of December 31, no weight limits

c) Flag and Girls Touch Programs

Mite	under 8 years of age
Tyke	10 yrs. as of December 31
Mosquito	12 yrs. as of December 31
Peewee	14 yrs. as of December 31
Bantam	17 yrs. as of December 31

Note: There are no weight limits for Flag or Girls Touch programs.

## **BY-LAW 5 - TERRITORIES AND RESIDENCY OF PLAYERS**

### 5.1

- a) All players must reside within their club's current boundaries, except as allowed in this By-law.
- b) All club operations (i.e.: practice field, fund-raising, etc.) must remain within that club's territory unless otherwise authorized by the Board of Governors.
- c) Clubs shall not recruit players residing inside another club's territory unless that territory is otherwise considered to be "open" for that playing season and level.
- d) A player's territorial boundary will be based on his/her place of residence as of August 31st.
- e) Territory boundaries are documented in Appendix "F"
- f) If a player's principal residence is located within a Club's current boundaries, that player may play for that Club without the need of a waiver.

### 5.2 Out of Territory Players

#### a) Open-Area Players

Teams may register, without limitation, players who reside outside of all club territories or who reside within an area which has otherwise been declared open for that playing season by the NCAFA President. An Open-area player, once signed by an NCAFA Club, now must consider this NCAFA Club is his/her Home Club. Future waivers must be granted by the President of the Home Club

#### b) Other-Zone Players

A team may register a player who resides in another active team's territory only if that player has been waived by the President of the player's home club. A waiver must be obtained before a player dresses, practices or participates in any team related activities with a team requiring the waiver. A player, once waived from his/her Home NCAFA Club, now must consider the new NCAFA Club as his/her 'new' Home Club. Future waivers must be granted by the President of the 'new' Home Club.

#### c) Grandfather Clauses

- i) All players registered with the NCAFA with a given club in a given season shall have the option of registering with that same club during the following season without the need of a waiver. It should be noted that a player who does not

register with the league for a period of one year shall lose “grandfather status” and their territorial rights will revert to the team of principal residence.

- ii) Players who have registered or have been waived to a team can continue to play for that team even if they have moved out of that territory.
  - iii) Once a player is waived to another team, that player has the same rights and privileges as other players on the team he/she was waived to, unless he/she breaks that right by returning to his/her original team. If the player decides he/she wants to play for another team other than the one waived to, then he/she must obtain a waiver from the “waived to” team.
- d) League-Directed Players
- i) If a team folds after the start of training camp, its players shall be assigned to neighbouring clubs by the Registrar.
  - ii) The Registrar, in consultation with the President, may direct that a player be assigned to the roster of any club irrespective of residence.
- e) League-Directed Cuts
- Every team shall direct all released (“cut”) players to nearby clubs.

## **BY-LAW 6 - REGISTRATION**

- 6.1
- a) All club affiliated personnel and players must be registered with the NCAFA (see Appendix “A” Player Registration Instructions)
  - b) Registration entails submitting a completed NCAFA Player Registration Form, submitting proof of age when applicable, and providing proof of address if requested by the Registrar.
- 6.2
- No player may participate in any regular season or playoff game until he/she has completed the NCAFA registration procedure and the team has received confirmation from the League Registrar that the player is valid. The Valid Players List provided by the League Registrar is the only official document confirming player eligibility.
- 6.3
- Maximum and Minimum Players
- a) A maximum of 36 players may be registered on one team with the exception of the Tykes teams, which may register up to 30 players and Midget teams, which may register up to 45 players.
  - b) Any Mosquito, Peewee and Bantam team failing to register at least 24 players by not later than the day previous to the first regular season game may be suspended from regular season play. Such

suspended team may continue to play exhibition games at the discretion of the Executive Committee.

#### 6.4 Proof-of-Age

- a) In the first year that a player is registered with the NCAFA, that player must present proof-of-age. The player will not be required to provide proof-of-age in subsequent years, so long as play within the league has been continuous.
- b) The following are accepted proof of age documents; a birth certificate, baptismal certificate, passport, provincial health card, citizenship card, driver's licence, legal affidavit or letter from the players school (on original letterhead specifying birth date and current age of player as of the date of the letter).

#### 6.5 *Removed January 2010.*

#### 6.6 Release of Players

Once registered with the NCAFA, a player may be de-registered and another player registered in his/her place only if ALL of these conditions are met:

- a) the player has quit or must miss the entire season due to injury or illness, AND
- b) the player has not yet participated in any regularly scheduled games, AND
- c) the request is made before the end of the registration period

Notwithstanding this, in the event of a player injury that occurs after a player has played in a regular season game the player may be de-registered and another player registered in his/her place provided ALL of these conditions are met:

- a) the player has not participated in more than 2 regular season games AND
- b) proof is provided to the League Registrar that the player cannot participate in any further games during the current season due to the injury AND
- c) approval is given by the Executive Committee AND
- d) the request is made before the end of the registration period.

#### 6.7 Waivers

Waivers are required:

- a) to be signed by a parent or guardian:
  - all players: NCAFA Player Registrar Form,
  - any player eligible for a lower division than that in which

he/she is registered

- b) to be signed by the President of the player home club:
    - certain other-zone players (see By-Law 5.2), and
    - any player eligible for a lower division if a change in clubs is involved
- 6.8 The Club President is responsible for ensuring the Club's records match the Valid Players List provided by the League Registrar. In the event of a discrepancy, the Valid Players List will be considered correct.

### **BY-LAW 7 - INELIGIBLE PLAYERS**

- 7.1 Team managers and coaches as well as the Club President shall be responsible for ensuring the eligibility of the players on their team.
- 7.2 When a Club President has evidence that any team has used an ineligible player, he or she shall immediately notify the President of the NCAFA in writing. The President, Vice-Presidents and Registrar, after appropriate investigation, shall decide on that player eligibility. In the event that the player is deemed ineligible, the matter will be referred to the Disciplinary Sub-Committee who will investigate the circumstances, make a decision and apply penalties as deemed appropriate.
- 7.3 Penalties
- a) When a team has used a player in contravention of these By-laws, the offending team shall:
    - i) remove that player from the roster without replacement
    - ii) forfeit any points attained as a result of winning or tying games in which such ineligible player has participated, and
    - iii) forfeit any score made in any games in which such ineligible player has participated.As well the Disciplinary Sub-committee may see fit to disqualify such team from participation in the playoffs.
  - b) In case of a boundaries violation, the ineligible player may be allowed to join the roster of another team at the discretion of the League Registrar.
  - c) Under extenuating circumstances, these penalties may be waived or otherwise altered by the Disciplinary Sub-committee.

## **BY-LAW 8 - PROVISION OF PLAYER INFORMATION**

- 8.1 NCAFA will only provide player information it has collected to;
- a) the player's Club which they were registered to in particular season
  - b) the appropriate football governing body
  - c) The City of Ottawa as required for any applicable licensing and permits
  - d) League program requirements (i.e. Midget teams in the case of graduating Bantam players).
- 8.2 Any other requests for NCAFA to provide player information will require majority approval of the Full Board.

## **BY-LAW 9 – DISCIPLINARY SUB-COMMITTEE**

- 9.1 The purpose of the Disciplinary Sub-Committee is to review complaints and appeals that are referred to the committee and to render a final decision.
- 9.2 The Disciplinary Sub-Committee shall be chaired by the NCAFA President (or his/her delegate in the event he/she is unavailable, or a conflict of interest exists), and shall include two other members of the Executive, or Board of Governors. The President may at his/her discretion increase the committee size to 5 by adding two other members. Committee members will be chosen by the President (or delegate). In all cases, reasonable care will be taken to avoid members with a real or perceived conflict of interest.
- 9.3 The Disciplinary Sub-Committee will acknowledge complaints within 48 hours of receipt. Advance written notice of the complaint, meeting schedule and committee membership will be provided to the Club(s) and/or Executives involved in the matter. Once a decision has been reached, a written decision will be published by the committee within 1 week.
- 9.4 The Disciplinary Sub-Committee will meet in-camera.
- 9.5 Clubs are responsible to supply any information or documentation that the committee requests during an investigation.
- 9.6 Decisions of the Disciplinary Sub-Committee regarding suspensions are final and not subject to appeal. Other complaints may be appealed to the Full Board subject to approval of the appeal by the Executive. In this case, the ruling of the Full Board is final.

# **REGULATIONS**

## **REGULATION 1 - FOOTBALL CANADA RULES AND EXCEPTIONS**

Schedule games shall be played in accordance with the Football Canada "Canadian Rule Book for Amateur Football" with the following exceptions:

### 1.1 Convert

At the Tyke and Mosquito levels, a kicked convert shall score 2 points and a convert passed or run into the end zone shall score 1 point.

### 1.2 Ball

- a) At the Tyke level a Wilson K2 or a Spalding equivalent, leather or composite, if available, shall be used.
- b) At the Mosquito level, the Wilson TDJ or Spalding equivalent, leather or composite, if available, shall be used.
- c) At the Peewee level a Wilson TDY or Spalding equivalent, leather or composite, if available, shall be used.
- d) At the Bantam and Midget levels, a Wilson NFL, TDV, CFL or Spalding equivalent, leather or composite, if available, shall be used.
- e) The home team shall be responsible for providing a game ball, but on any play from scrimmage the team in possession of the ball may elect to use its own football, subject to a), b), c) and d).
- f) Both teams involved in the City final championships should bring a game ball, kicking tee and point after tee.

### 1.3 Timing

- a) As per Appendix "B" - Timing Rules of the Constitution and By-Laws.
- b) Games are to start at the prescribed time according to the league schedule. A 15 minute grace period will be allowed in the event that:
  - i) one or both teams do not have the minimum number of players required to start the game, or
  - ii) one or both of the teams have been delayed due to unusual circumstances.

### 1.4 Overtime

Tie games will be decided using the format and rules in Rule 1, Section 3,

and Article 6 of the Canadian Rule Book for Tackle Football (2002-2003) with the following exceptions;

- For Tyke and Mosquito level, the ball will be spotted on the 25 yard line.
- For regular season games, each team will be allowed a maximum of 2 possessions. If the score is still tied after that, the tie will remain.

## **REGULATION 2 - PARTICIPATION AND ELIGIBILITY**

2.1 All registered players must dress for all games except for reasons of injury, illness, discipline or other legitimate reason, such as funerals, weddings or other family imposed commitments.

2.2 For all levels except Midget, each player dressed for a game shall participate in at a league mandated minimum number of plays from scrimmage (this excludes kickoff, kickoff return and convert) in each half of the game unless he or she is unable to do so because of injury, illness or other legitimate reason as conveyed to the convenors. Current minimum standards are;

- Tyke – 4 plays per half
- Mosquito – 4 plays per half
- Peewee – 3 plays per half
- Bantam – no minimum
- Midget – no minimum

2.3 Two Platoon System

a) The “two platoon system” shall be used at all levels except Midget, i.e.: a player shall play at either an offensive or defensive position but not both during any given game (except as specified in Regulation 2.3b) and c), 3.2 and 3.3). A player may not be switched from one platoon to the other during a game.

b) Tyke rules provide for “two-way play” to allow teams time to develop their roster size. However, teams with more than 20 players must respect the “two platoon system” to ensure that players are given an equitable amount of playing time.

c) 2-Way Special Teams Play

### Tyke, Mosquito and PeeWee

Two-way play in 3<sup>rd</sup> down situations, or the last play in the 2<sup>nd</sup> and 4<sup>th</sup> quarters, place kickers, punters and holders must be offensive players. Only the long snap position may be a defensive player. Kick-off may be made by either an Offensive or Defensive player.

### Bantam

There will be unlimited two-way play in 3<sup>rd</sup> down situations, or the

last play in the 2<sup>nd</sup> and 4<sup>th</sup> quarters. .

## 2.4 Jersey Numbers

- a) For all levels except Midget, all players on the offensive platoon shall wear an odd number and all players on the defensive platoon shall wear an even number. Sweaters shall be numbered both front and back. No duplicate numbers are allowed.
- b) Midget level teams will comply with the numbering scheme as stated in the Canadian Rule Book for Tackle Football.

## **REGULATION 3 - MINIMUM NUMBER OF PLAYERS**

### 3.1 Minimum number of players at the start of game

- a) A team with less than 20 players dressed at the start of a regular season or playoff game (or 14 players in the case of Tyke) shall forfeit the game. The opposing team shall be declared the winner by a score of 1 to 0. The teams may play the game on an exhibition basis at their mutual discretion.
- b) Should both teams fail to have 20 players dressed (or 14 players in the case of Tyke), the game may be played on an exhibition basis, but the final score shall be 0-0 and no points shall be awarded in the standings.

### 3.2 Procedure for Small Rosters - Tyke, Mosquito, Peewee and Bantam

- a) The team with 20 to 23 players dressed at regular season or playoff game shall use the "hat rule" to choose players to play "both ways". The number of players so chosen must equal the number required to bring the roster up to 25 (i.e.: if a team has 21 players dressed, 4 players must be chosen to play both ways; a team with 23 players must choose 2 players).

The same process is to be applied to Tyke teams who have between 14 and 20 players playing. However, any team that has more than 14 players but less than 20 shall be required to draw the necessary number of players to reach 20 + 2.

- b) No additional players may play both ways (except as specified in Regulation 2.3 and 3.3 (i.e.: such designations shall not be

changed during the game.

- c) This procedure will result in one platoon comprising 12 players and the other platoon comprising 13 players. When the platoon with 13 players is on the field, substitutions shall only be made between those players designated to play both ways (i.e.: there shall always be one designated player on the bench).
- d) The opposing team shall have the option to designate the same number of players to play both ways. These players shall be freely substituted.
- e) If both teams have less than 24 players, both shall designate the same number (i.e.: if one team has 21 players dressed and the other 22, then both teams may designate 4 players to play both ways).
- f) “Hat Rule”

In the event of insufficient players at game time, and in the absence of any agreement between Head Coaches of the affected teams, the convenors will meet, separate from the coaches and the convenor of the team that is short will present their line-up sheet, balanced across offense and defense with a numeric total of no more than one player difference in the split. The opposition convenor then will randomly draw the appropriate number of players, alternating between Offense and Defense, to be available for two-way play. Both Head Coaches will then be notified.

### 3.3 Procedure in Case of Injury – Tyke, Mosquito, Peewee, Bantam

- a) In those instances where a team is fielding no more than 24 or 25 players (Tyke 20 or 22) the “hat rule” will be applied before the start of the game in anticipation of an injury, illness or ejection during the course of a game which would result in a platoon fielding less than the required 12 players. For example, a team of 24 players will have 3 cards drawn by the opposing convenor. A team of 25 players will have 2 cards drawn. These players will be allowed to play ONLY in the order of succession in which they were drawn as the number of players drops below the minimum number of 24.
- b) Anyone, player or official, who is bleeding must be attended to and cannot return to the field unless the bleeding has been controlled. Also, blood on equipment or uniforms must be cleaned immediately with a solution of hot water and soap or a 9 to 1 mixture of water and bleach. Only in the event that a coach asks for “time” will there

be a stoppage in play for 2 minutes to allow time for corrective measures to be taken.

#### **REGULATION 4 - GAME CONVENORS**

- 4.1 a) Each team shall appoint a convenor who shall be responsible at each game, in conjunction with the convenor from the opposing team, scoring, monitoring of player participation, and ensuring the preparation of the line-up and score sheets (as described in Appendix "E").
- b) The home team shall provide a time keeper and stick crew (see Appendix "C" - Duties of The Stick Crew).
- 4.2 Convenors shall behave in a non-partisan fashion.
- 4.3 The home team convenor at each game shall be responsible for providing goal post pads, a time clock, game ball, yardsticks and downs box, kicking tee, minute flag and score sheet.
- 4.4 Head coaches shall have a completed line-up sheet ready for the opposing convenor before each game.
- 4.5 Convenors should bear in mind that the referees have complete authority over and responsibility for the actual playing of the game.
- 4.6 Convenors shall prepare a game report at the conclusion of the game when necessary to report ejection's of players, coaches, or other team official(s) from the game, an official protest of the game results, or any other matter which they feel should be brought to the attention of the NCAFA President.
- 4.7 The convenor for the winning team shall ensure that copies of the score sheet, the line-up sheets, and any game report are submitted promptly to the NCAFA.

#### **REGULATION 5 - MISCELLANEOUS**

##### **5.1 Team Bench Area**

All players and personnel shall remain 5 yards back from the sideline and between the 20 and 45 yard lines. Only registered non-playing personnel shall be allowed in each team's bench area. It is the obligation of each of the clubs to ensure that parents and bystanders are instructed not to enter the area of the side of the field where the players, coaches, etc. are benched.

One coach may leave the team bench area to confer with his team on the field during a time-out.

## 5.2 Suspensions

A player or team official ejected from a game and whose ejection is reported on the game sheet by the head official shall be automatically suspended for the following game as well. Any team official ejected or suspended from a game may sit as a fan spectator only and NOT participate in any way whatsoever. Only in exceptional cases and at the discretion of the Disciplinary Sub-committee or the President, on the basis of a report from game officials and the convenor(s), may the suspension be waived. A second ejection reported on the game sheet by the head official carries an automatic season suspension. This regulation applies to all NCAFA sanctioned games, including all-star, pre-season, regular season, playoffs, and championships, and games played outside of the NCAFA.

At ALL levels of play within NCAFA, any combination of three (3) UR/OC penalties by a player will result in their automatic ejection from the game.

Anyone who may have been ejected from a game but was not written up on the game report is not subject to further suspension.

The next game suspension of a player or team official who is ejected from the last game a team plays in the season, will be applied during the first regular season game of the following season. If a 2<sup>nd</sup> ejection in the season of a player or team official occurs in the last game a team plays in the season, that person will be suspended, pending an appeal by the disciplinary sub committee, from play up to the entirety of the next season.

## 5.3 Referees

There shall be at least 4 officials, when possible, at every game with the exception of Mosquito where there should be 3 officials and Tyke games where there should be 2 officials. A game will proceed with 2 officials. The absence of an official is to be indicated on the game report.

## 5.4 Electronic Communication Device

The use of electronic communication devices of any sort during games shall be allowed only when:

- i) both teams have access to devices prior to the start of the game, and;
- ii) the spotters, if any, remain stationary throughout the game at a

location mutually agreed upon by both teams. Alternatively, they must sit in the spectator stands if the field has any.

NOTE: This precludes the use of videotapes during a game without agreement but allows any use after the game.

## 5.5 Visors

Only eye shields that are completely clear will be allowed for use within NCAFA. Waivers will no longer be given for tinted eye shields, regardless of circumstance.

In reports from the NCAA's Committee on Competitive Safeguards and Medical Aspects of Sport and the National Athletic Trainers Association, both groups supported eliminating this allowance. Both groups noted that there are alternatives to the helmet shields if an eye condition warrants protection (contact lenses, sport goggles, etc.). Coaches in the NCAA rules survey also overwhelmingly supported the change.

## 5.6 Pre and Post Game Protocol

### Pre-Game Schedule

1. 30 minutes to game – Officials arrive at field
2. 20 minutes to game – All teams at field for warm-up and Officials meet with both Head Coaches
3. 10 minutes to game – Officials meet with Team Captains

### Post-Game Schedule

1. Immediately upon completion of the game, teams are to return to their respective bench area. Head Coaches have up to 60 seconds to ready their team for post-game hand-shake.
2. Teams line up for post game hand-shake, with helmets on, coaches at the end of the line
3. Teams return to their bench area, and if a game follows, are to pick-up their equipment, etc. and move off the field of play for post-game coaches chat

## 5.7 Suspended Games

In the event a game is suspended during play for any reason the following rules shall apply;

- i) If 3 quarters of play have been completed prior to the game being suspended, the game will be deemed complete and the score at

that time will be considered final unless the Executive decides otherwise based on a review of the relevant circumstances.

- ii) ii) If less than 3 quarters have been completed prior to the game being suspended, the game may be completed at a later date/time at the discretion of the Executive Committee. If the decision is to not complete the game the final score will be the score at the time the game was suspended.

# **APPENDIX “A” - PLAYER REGISTRATION**

## **1. LEAGUE REGISTRATION**

Before any player or volunteer participates in any NCAFA program or a program that is offered by one of NCAFA's member Clubs, the player **MUST** complete an NCAFA registration from which will remain on file with the member Club in the calendar year the event or program takes place. Programs include, but are not limited to winter gym nights, tryout camps, fundraising events, practices, and games. If a participant is not registered in this manner, they must do so **BEFORE** they are allowed to participate in any program. Instructions for how to register are as follows;

1. Before a volunteer or player participates, they must completely fill in an NCAFA registration form, and sign it. The form can be downloaded and printed from the NCAFA website ([www.NCAFA.ca](http://www.NCAFA.ca)). If the person is under 18, it must be signed by a parent or guardian. Once this step has been completed, the person may participate in your event.
2. The Club must retain completed registration forms until requested by NCAFA or its Insurance Provider. Registration for Flag, Girls Touch and Cheerleading programs are administered by each Club, while registration for Tackle is administered centrally by the League following the process described in subsequent details.

## **2. REGISTRATION SCHEDULE - TACKLE**

The registration schedule shall be provided by the League Registrar prior to or at the July NCAFA meeting. The schedule will be adjusted annually to account for sufficient time for Clubs to prepare and complete registration prior to the first regular season game. Registration will end no later than week 3 of the current year's schedule.

## **3. DOCUMENTATION**

The following documents **MUST** be available for each player at the time of the registration:

- a) A fully completed NCAFA Player Registration Form;
- b) Proof of age as detailed in By-law 6.4.

## **4. EARLY DATA ENTRY**

As per the League Registrar's instructions all personnel data must be supplied electronically to the league prior to the registration date and by the date specified. A penalty shall be imposed on those clubs non-compliant.

## **6. REGISTRATION PROCEDURES**

1. Prior to the start of Registration each Club will send the League Registrar the name, phone number and email address of the Club Registrar(s) and will confirm the email address for the Club President.
2. No later than Friday at 5:00PM one week prior to the first regular season game each team must submit a complete excel spreadsheet with their players, cheerleaders and volunteer's information **and** the required paperwork.
  - a. Spreadsheets sent by email
  - b. Documentation as stated in item 3 above to be delivered to the League Registrar.
3. A Valid Players Report will be issued via email by the League Registrar to each Club President at least one day prior to the first regular season game and weekly until the end of the Registration Period (if updates are needed). Players must be on the Valid Players Report, the Club provided spreadsheet and have the appropriate completed paperwork submitted to be considered valid.
4. Updated spreadsheets and paperwork may be submitted up to the end of the Registration Period. Note that changes to the previous submitted spreadsheet must be highlighted as follows;
  - a. New (added) players – Added at the bottom of the previously submitted sheet and highlighted either by using **bold**, or **colour**. The email should also contain the names and levels of those to be added.
  - b. Deregistered (removed) players – Leave them on the spreadsheet but indicate "Deregister" in the Level column and highlight the row by using **bold** or **colour**. The email should also contain the names and levels of those to be removed.
5. Confirmation of Cheerleaders and Staff will be given after Registration closes.

## APPENDIX “B” - TIMING RULES

### Tyke through Midget

1. each quarter will be as follows;
  - Tyke: 9 minute
  - Mosquito: 10 minute
  - PeeWee: 10 minute
  - Bantam: 12 minute
  - Midget: 15 minute
  
2. throughout the game, game stops on:
  - when 1st down is made
  - incomplete pass
  - ball kicked or run out of bounds
  - when penalty has occurred
  - time out
  - change of possession on whistle
  - after all scoring plays and throughout convert
  
3. on all kickoffs, clock starts only when ball is touched down field and continues until play is blown dead. Clock will then start at next whistle throughout the game.
  
4. Referee will signal time in by winding full arm in circular motion.
  
5. in the last 3 minutes (2 minutes at Tyke) of the 2nd and 4th quarters:
  - clock stops on all plays
  - clock starts on whistle
  
6. clock starts on snap of the ball for:
  - incomplete pass
  - ball kicked or run out of bounds
  - accepted penalty
  - time-out
  - change of possession (kickoffs, punts, fumbles, interceptions, etc.)
  - time count violation
  
7. Referee will hold one arm straight up in the air until the ball is snapped. As soon as the ball is snapped, the Referee will bring his arm down to his side in a swift motion. The clock will start at that moment.
  
8. As described earlier, in the last 3 minutes (2 minutes at Tyke), time stops after all scoring plays and throughout convert. Clock will start when ball is touched down field after the ball is kicked off.

**Exception:** If, at any time during the game, the Referee has his arm up in the air, as described earlier, the clock will start on the snap of the ball, i.e.: time-outs and time count violations.

### **Tyke through Midget**

#### 1. NO YARDS PENALTY

- a. Tyke – 5 yards
- b. Mosquito and PeeWee – 10 yards
- c. Bantam and Midget – 15 yards

#### 2. MERCY RULE

If there is a 28 point spread commencing the start of the 3<sup>rd</sup> Quarter of a game, and with mutual consent of the Referee and losing Head Coach, the clock DOES NOT STOP unless the point spread becomes less than 28 points.

This will occur immediately upon entering the 4<sup>th</sup> Quarter.

This rule does not apply to playoff games.

#### 3. CHOICE of POSSESSION

During Regular Season games, the Visiting team will have first choice of possession or end to defend. This will revert to the Home team during all playoff games.

## **APPENDIX “C” - DUTIES OF THE STICK CREW**

The Stick Crew consists of three (3) people: the downs box person and two (2) yards persons.

### **DOWNS BOX PERSON**

The downs box person shall mark the forward most point of the ball with the downs box as directed by the Head linesman. The forward point is the point of the ball closest to the defending team’s goal line.

On all 1st down situations, the downs box and the rear stick should be together, in line with the forward point of the ball.

The downs box will **only** be changed (flipped) on the direction of the Referee, and will be placed as directed by the Head linesman.

Should the play be approaching the sideline, the downs box should be dropped so as to prevent injury. Try to know where it is before you drop it but do not risk personal injury under any circumstances.

In the event of a request for measurement, the downs box person will continue to hold the downs box at the point of last scrimmage. This is particularly important if a penalty is involved in the measurement. You will remain there until the measurement is complete and are instructed to move and change the down number by the Referee and the Head linesman. If the required distance is gained, move the downs box to the forward point of the ball.

If you see a flag (penalty) on the play, **do not move**.

At the end of each quarter, teams are required to change ends. Wait for the Head linesman’s assistance. The Downs Box person will receive instructions from the Head linesman as to what yard line the ball will be placed on. The Downs Box person must go to the opposite end of the field and mark the forward point of the ball.

The downs box and yardsticks should be placed on the side of the field opposite the teams benches. If the team benches are on both sides of the field, they are on the side opposite the timekeeper’s bench.

### **YARDS PERSON**

The two yards persons operate under the direction of the Head linesman to mark the distance required to earn the 1st down.

The “rear” yards person will take the point along the sideline (behind the Downs

box) marking the forward advance of the ball as indicated by the Head linesman. The other or "forward" yards person will stretch out the chain and place the stick on the sideline.

On all initial 1st downs on a series of downs, the downs box and the rear stick will be together. The sticks and chain will **only** be moved on signal from the Head linesman. The sticks **only** move when a 1st down has been gained or if there is a change of possession. The chain must be kept tight at all times. During the 2nd and 3rd down attempts, the only person to move is the downs box person.

If the play is approaching the sideline, drop the sticks flat on the ground to prevent injuries and to give the sideline officials room to work on the sideline.

If a measurement is called for, wait for the Head linesman. He/she will pick up the chain at the appropriate spot. Run onto the field where the ball has been placed. When the Head linesman places the chain on the ground, give the forward stick to the Umpire who will then stretch the chain and take the measurement. If the required distance is not gained, retrieve the forward stick from the Umpire and return to the sideline with the Head linesman, who will then place the chain back on the sideline in its appropriate spot. Stretch out the chain. If the required distance is gained, return to the sideline and place the rear stick behind the downs box as for an initial 1st down.

If you see a flag (penalty) on the play, **do not move**.

At the end of each quarter, teams are required to change ends. Wait for assistance from the Head linesman. The Head linesman will pick up the chain at a specific yard line and carry the chain to the opposite end of the field. The Head linesman will then turn the yards person around and place the chain on the corresponding yard line at the other end of the field. The yards persons will then stretch out the chain.

If there are any problems with the downs box, the sticks or the chain, inform the Head linesman immediately.

# **APPENDIX “D” - TYKE PROGRAM**

## **OBJECTIVES**

The objectives of the program at this age level of play are to teach the players the basics of the game of tackle football in an environment that stresses the fun of being associated with a sport that emphasises the elements of success through teamwork. Winning should not be stressed as the prime objective. The future success of the Tyke Program will be met if players, parents, fans and coaches obtain enjoyment from the experience. The measure of success will be seen in the continuation of the players through the subsequent levels of eligible participation.

## **RULES AND REGULATIONS**

### **1. FIELD OF PLAY**

The area of play shall be 80 yards by 41 yards. In the interest of safety, the game shall be played in an area bounded by the 15 yard lines (a total distance of 80 yards). The sidelines shall consist of one sideline on a regulation field and a boundary marked on the opposite hash marks, 41 yards distant. On fields having standard dimension 2 post goals, two goal post pads MUST be provided by the home team at one end and the visiting team must provide goal post pads for the opposite set of goal posts. It is the responsibility of the home team to ensure that the field is properly marked not simply a rope laid out). The end zones shall be 15 yards. Once again we stress that it is not the job of the referees to mark out the field prior to the Tyke games, it must be done in advance by the home team.

### **2. TEAMS**

We would hope that each team carry a roster of 30 players. On the field, offence and defence will consist of 10 players. There shall be a minimum of 6 players on the offensive line of scrimmage. The outside players on the line of scrimmage shall be eligible receivers. The two platoon system is to be used and every player shall be given a minimum of 4 plays per half from the line of scrimmage. Convenors will attempt to ensure equal playing time. It is the intent of this direction to minimize the level of competitive play at this age group.

### **3. SPECIAL RULES**

Point after touchdown rules that apply for Mosquito shall apply for Tyke. One point for a ball run or passed into the end zone and two points for a kicked convert. A team attempting a convert shall be able to move that ball to the standard ball placement area at the end of the field with protected goal posts.

The point of kickoff to start the game, second half kickoffs and after touchdowns shall be the 30 yard line.

Placement of the ball before any application of penalties is as follows:

- a) Scrimmage - ball is to be scrimmaged from the centre of the playing area approximately 20 yards in from either sideline.
- b) Kickoffs - the 30 yard line of the kicking team.
- c) After a rouge or a safety touch - 25 yards from the goal line of the team scored upon.
- d) Interception-inside your own 20 yard line or in the end zone, the ball is moved to the 20 yard line
- e) When a kicked ball is returned out of the end zone - 20 yards from the goal line.
- f) Run/Pass converts - 5 yards out from the goal line
- g) Kicked converts - 5 yards from the regular field goal line. Team must attempt to kick. There will be no points awarded if the kicking team subsequently runs/passes the ball into the regular field end zone.
- h) Kick-off out of bounds – Take ball 15 yards in advance of kick-off, no options.
- i) Half Time – limited to a maximum of 5 minutes.

#### 4. TIMING OF GAMES

- a) Each convenor will be given timing instructions (Appendix “B”) that have been sanctioned by both the NCAFA and the officials. These should be on hand at all games so that no misunderstandings will arise.

#### 5. OFFICIATING

There shall be 2 officials in attendance at all games. It has been discussed with the head of officials that it is not our desire to see the flow of the games destroyed by the application of penalties for minor infractions away from the play. Penalties will be called at the sole discretion of the officials in charge of the game. Officials will discuss game infractions with players as they return to their respective huddles. It is imperative that coaches make parents aware of this situation to prevent parental abuse of the officials. The objective of this rule is to let the players play the game without being overly instructed.

It has been discussed and is being considered that we possibly start to train junior officials. The possibility of adding a third official perhaps a graduating Bantam or Midget player is being considered and we hope to be able to do so in the near future. This third official would be a volunteer and under the direct instructions of game officials.

Due to the reduction in the size of the field, penalties have been reduced as follows:

- I. 5 yard penalties remain at 5 yards
- II. 10 yard penalties will be reduced to 5 yards.
- III. 15 yard penalties will be reduced to 10 yards.

However, the current 10 yard penalty for objectionable conduct either by players on the field or by the team bench will remain the same.

#### 6. COACHING FROM THE FIELD

One coach shall be allowed on the field to assist either squad prepare for the next play if so desired. Ten seconds of additional time between plays to provide coaching assistance shall be provided. Coaches on the field must stay clear of the playing area prior to the ball being put into play.

The field coach will not communicate in any way with his players once the QB has begun his cadence. All teams will use a cadence when putting the ball into play ... a silent count or no count is not permitted at this developmental level of play.

# APPENDIX “E” - CONVENOR DUTIES AND RESPONSIBILITIES

## RESPONSIBILITIES

Each team shall appoint a Convenor who will be present at each game and shall be responsible for timing, scoring, monitoring of player participation and general conduct of the game. While the Convenors are appointed by the respective Clubs, they are acting on behalf of the NCAFA at the game and are to ensure that the game is conducted by coaches and players in a manner which does not reflect adversely on the NCAFA (bearing in mind that the Referees have complete authority and responsibility for the actual play of the game).

## DUTIES

### 1. Before the Game

- a) Convenors are to be present at the playing field at least 15 minutes prior to the start of the game.
- b) Home team Convenor is responsible for ensuring the following equipment is available at the game:
  - i) two sets of goal post pads
  - ii) time clock
  - iii) game ball \*\*
  - iv) downs box and yardsticks
  - v) kicking tee\*\*                      vi) minute flag

\*\* The game ball may either be a leather or composite ball as approved in advance by the Referee-in-Charge. The same applies to kicking tees.
- c) Home team convenors will prepare a score sheet prior to the start of the game.
- d) Each convenor will obtain a completed line-up from his/her respective team. (The line-up sheet must list the names and shirt numbers, in numerical order, of all players dressed for the game, the names of all bench personnel present at the game and shall be signed by the Head Coach or Team Manager.) This line-up sheet will be provided to the opposing team’s convenor at least 10 minutes before the start of the game.
- e) Convenors will recruit 3 adult volunteers to work the yardstick and

downs box and make them available to the Referee-In-Charge prior to the start of the game.

- f) If requested by the Head Coach of either team, convenors will review players' NCAFA ID cards. (Such requests must be made before the start of the game, at half-time or at the conclusion of the game.)
- g) In those instances where a team is fielding no more than 24 or 25 players (Tyke 20 or 22) the "hat rule" will be applied before the start of the game in anticipation of an injury, illness or ejection during the course of a game which would result in a platoon fielding less than the required 12 players. For example, a team of 24 players will have 3 cards drawn by the opposing Convenor. A team of 25 players will have 2 cards drawn. These players will be allowed to play ONLY in the order of succession in which they were drawn as the number of players drops below the minimum number of 24. Convenors are to identify those players to be used in substitution in order of succession on the line-up sheet (i.e.: #1 place next to player #8, #2 placed next to player #52, etc.)
- h) Convenors will decide between them who will look after the timing of the game.
- i) Convenors will ensure that the 15 minute grace period will be respected in accordance with Regulation 1.3 b).

## 2. During the Game

- a) The game is to be timed in accordance with Timing Rules listed in Appendix B.
- b) Convenors will advise the Referee when there are three (3) minutes left to play in each half for Midget, Bantam and Peewee, and when there are two (2) minutes left to play in each half for Mosquito and Tyke. The convenor will also signal the Referee by holding up a flag when there is one (1) minute left in each quarter.
- c) Convenors are to ensure that each player (Tyke through Bantam) enters the game for the league mandated minimum plays from scrimmage in each half, "ticking off" on the line-up sheet the names of players as they enter the game.
- d) Two Platoon System
  - i) Normally a player must play an offensive or a defensive position throughout the entire game, i.e.: he/she cannot play "both ways".

Exceptions to this rule are detailed in items 2.3b, 2.3c, 3.2 and 3.3 of the Regulations.

- ii) To facilitate the two platoon system (Tyke through Bantam), all players on the offence shall wear an odd number and all players on the defence shall wear an even number.

e) Scoring Exception

Converts at Tyke and Mosquito levels:

Kicked Convert	2 points
Run or passed convert	1 point

- f) Convenors shall enter each score on the score sheet, noting the name and number of the player scoring the points awarded.
- g) No spectators are permitted on the player's bench side of the field during the game.

**3. After the Game**

- a) The total score is to be entered on the score sheet, which shall then be signed by the Head Referee and both Convenors.
- b) Game Reports are to be completed in the following circumstances:
  - i) When a player has been ejected from the game - When the head official chooses to record an ejection of a player, coach or club official, names and numbers where applicable are to be noted, along with a brief comment on the reasons for the ejection. The Head Referee is to sign the report in the space provided.
  - ii) When either team has indicated they wish to protest the game - This must be noted on the game report, including the reasons for protest.
  - iii) Any unusual or adverse incidents should be noted on the game report, both Convenors will sign same.
- c) One copy of the score sheet, line-up sheets and game reports, if any, are to be given to each team.
- d) Reporting Scores, etc. to NCAFA
  - i) Winning team Convenor is to telephone or e-mail the score

of the game immediately upon completion of the game in order that the standings may be updated as quickly as possible.. Reporting instructions are contained on the NCAFA website under Scores and Standings.

- ii) Original copies of the score sheet and line-up sheets must be retained by the team and should be made available when requested by the League Executive. Game Reports (protests), if any, are to be delivered to the League Registrar or faxed to the President of the NCAFA within 24 hours of the completion of the game.

## **APPENDIX “F” - TERRITORIES**

Revised June 20, 2006

(Each territory name is followed by the corresponding club name)

Next review scheduled to follow 2006 Canadian Census. Changes scheduled to take effect 2008 season.

### **Bel-Air Copeland Lions**

From Bronson Avenue, west on Heron Road to the Rideau River, West on Baseline to Woodroffe Dr; north on Woodroffe Avenue to Carling Ave; east on Carling to Woodroffe again, north to Ottawa River Parkway; east along the Ottawa to Bronson Avenue; south on Bronson Avenue to Heron Road.

### **Bell Warriors**

From the Ottawa River, south on Ottawa River Parkway to Carling; east on Carling to Woodroffe, north on Woodroffe to Queensway; west on Queensway to Greenbank; south on Greenbank to Baseline, west on Baseline to Cedarview; south on Cedarview to Fallowfield Rd; west along Fallowfield to HWY 416; along HWY 416 to Century Rd Century Rd West (to include all of Goulbourn Twp); intersection HWY 417 & Huntmar, South on Huntmar to Maple Grove East to Terry Fox then South on Terry Fox to Fernbank. East on Fernbank to Eagleson, South on Eagleson to Hope Side Rd. Hope Side Rd East to Richmond Rd. North on Richmond Rd to West Club. Follow a straight line from the intersection of West Hunt Club/Richmond Rd to the intersection of Eagleson/Richmond Rd. North on Eagleson to Carling, East on Carling to Range Rd North to the Ottawa River.

### **Brockville Buccaneers**

The Brockville territory includes the United Counties of Leeds and Grenville.

### **Cornwall Wildcats**

The Cornwall territory includes the United Counties of Stormont, Dundas and Glengarry, Awkwasasne and the City of Cornwall.

### **Cumberland Panthers**

From the Ottawa River South along Tenth Line Road to Innes Rd. West to Mer Bleu RD, South along Mer Bleu Rd extending to Boundary Rd to Burton Rd. East along Burton/Russland Rd to Canaan Rd. North along Canaan Rd to the Ottawa River, West along the Ottawa River to Tenth Line Rd.

### **East Ottawa Generals**

From the Ottawa River, south on Bronson Avenue to Carling Ave to the intersection of Preston St, South To Col Bye Dr. , East along Col By Dr to Bronson Ave. South along Bronson to the Rideau River, Northeast along the Rideau River to HWY 417, East along HWY 417 to Vanier Parkway, North Along Vanier Parkway to Macarthur Ave. East along Macarthur Ave to St. Laurent Blvd, North along the St. Laurent Blvd to the Ottawa River. West along the Ottawa River to Bronson.

### **Gatineau Vikings**

Ottawa River and Hwy 50 – North along Hwy 50 – East along Hwy 50 to Boulevard De L'Aéroport – South to the Ottawa River – West along the Ottawa River to Hwy 50.

### **Gloucester South Raiders**

From Hunt Club Road, south along the Rideau River to Mitch Owens Drive/Regional Road 8. East on Mitch Owens to Boundary Road. North on Boundary Rd past Highway 417 and the Mer Bleu to the CP rail line; west along the rail line to Highway 417; south on the 417 to the Walkley Road interchange; south-west along the CNR rail line to Bank St. then South on Bank St. to Hunt Club then West on Hunt Club to the Rideau River.

### **Kanata Knights**

From the corner of Eagleson & Robertson Rd, North on March Rd to Terry Fox. West on Terry Fox to Richardson Side Rd, West on Richardson Side Rd to Huntmar then South on Huntmar to Maple Grove. East on Maple Grove to Terry Fox then South on Terry Fox to Fernbank. East on Fernbank to Eagleson, South on Eagleson to Hope Side Road. Hope Side Rd east to Richmond Road, North on Richmond Rd to West Hunt Club. Follow a straight line from the intersection of West Hunt Club/Richmond Rd to the intersection of Eagleson/Richmond Rd.

Included in this territory is the Knights home field that is located in the Warriors boundary.

### **Myers Riders**

From Greenbank Road and Highway 417, south to Greenbank Road to Baseline; west on Baseline to Cedarview; south on Cedarview to Fallowfield; east on Fallowfield Road to the Rideau River; north along the Rideau River to Meadowlands. West along Meadowlands to Merivale/Clyde, North on Merivale/Clyde to Baseline Rd. West on Baseline to Woodroffe, North on Woodroffe Hwy 417, West on HWY 417 to Greenbank Rd.

### **Nepean Redskins**

From Fallowfield Rd, West to highway 416. South to Century Rd. East to Rideau River (including East channel). Rideau River North to Fallowfield.

### **North Gloucester Giants**

From the Ottawa River, south along St. Laurent BLVD to Macarthur Ave, West along Macarthur Ave to Vanier Parkway. South along Vanier Parkway to Industrial Ave, East along Industrial/Innes Rd/Blackburn Hamlet to the intersection of Innes Rd. North to the Ottawa River, West along the Ottawa River to St. Laurent Blvd

### **Orleans Bengals**

From the Ottawa River, South along Tenth Line Rd, to Innes Rd. West along Innes Rd to Mer Bleu Rd, South along Mer Bleu Rd to Navan Rd, Northwest along Navan Rd. to Blackburn Hamlet Bypass. East along the Blackburn Hamlet Bypass to the intersection of Innes Rd, North to the Ottawa River. East along the Ottawa River to Tenth Line Rd.

### **South Ottawa Mustangs**

From Highway 417, south along the Rideau River to Hunt Club, east to Bank St. then North on Bank St to the CNR rail line. East on the rail line to the 417 at the Walkley interchange; north and then west on the 417 to the Rideau River.

### **West Carleton Wolverines**

From Range Rd & Ottawa River, South on Range Rd to Carling Ave. West on Carling Ave to March Rd, North on March Rd to Terry Fox. Terry Fox & Goulbourn Forced Rd to Richardson Side Rd, West on Richardson Side Rd to Huntmar Rd. South on Huntmar to HWY 417, West to HWY 7, West on Hwy 7 to Golden Line Rd. North on Golden Line Rd then Hwy 29 to Ottawa River.

### **NCAFA Directed Territory**

The NCAFA will control an area bounded by Rideau River in the East, Baseline Rd in the North; Clyde/Merivale in the West and Meadowlands in the South. This territory is open to recruiting for both the Bel-Air Lions and Myers Riders

### **MIDGET TERRITORIES**

**Bel-Air Norsemen** – Includes the combined territories of the Bel-Air Copeland Lions and the Bell Warriors.

**Kanata Knights** – Includes the combined territories of the Kanata Knights and West Carleton Wolverines.

**Nepean Redskins** – Includes the combined territories of the Nepean Redskins and Myers Riders.

**Ottawa Colts** – Includes the combined territories of the North Gloucester Giants, and East Ottawa Generals.

**Orleans Bengals (Dukes)** – Includes the combined territories of the Cumberland Panthers and Orleans Bengals.

**South Ottawa Stampeders** – Includes the combined territories of the South Ottawa Mustangs and the Gloucester South Raiders.

# APPENDIX "G" - VOLUNTEER ENROLLMENT

Article 3.3, for details

## VOLUNTEER ENROLLMENT FORM

**Club Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Applicant's Name:	Phone:
Address:	E-Mail:
City/Province:	Postal Code:
Previous Address (if less than 5 years) : fill out back of form	
Employer:	Phone:

### Skills and Interests

Occupation:
Hobbies, Interests:
Skills/Certifications:

### Type of volunteer work in which you are interested.

<u>Team Level: Tyke, Mosquito, Peewee or Bantam</u> Coaching ___ Manager ___ Equipment ___ Trainer ___ Other ___ (fill out info on back)	<u>Administrative</u> Level: Executive position ___
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### References

<i>How did you hear about us?</i> Advertisement ___ Referred by current volunteer or club member ___, who? _____ Other ___ (fill out info on back)
<i>Volunteer experience:</i> Yes ___ No ___ (If Yes, use reverse side - please include name of organization, dates, contact name and phone number.)
<i>List name and phone numbers of three personal references (not related to you):</i>
Name: _____ Phone: _____
Name: _____ Phone: _____
Name: _____ Phone: _____

### Police Records Check (PRC) Club use only:

PRC examined by: _____ (Printed name and signature of Club Executive member) Date: _____
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(Back of Volunteer Enrolment Form)

**Previous Address (es)**

1.
2.

**Volunteer Experience**

1. Name of Organization:	
Position held: to	Date: from
Contact name:	Phone number:
2. Name of Organization:	
Position held: to	Date: from
Contact name:	Phone number:
3. Name of Organization:	
Position held: to	Date: from
Contact name:	Phone number:

**Other information**

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## **APPENDIX “H” - ALL-STAR GAMES**

### **Divisions**

All star games will be held for the Midget, Bantam and Pee wee levels.

**Establishment of an Organizing Committee:** The organizing committee is usually comprised of a league Director, the league scheduler and President of the NCAFA. Head coaches and/or club Presidents may wish to have a meeting to discuss details related to the selection of coaches, players and areas of responsibility that need to be addressed. Any new proposals not contained in the information that follows will be decided upon by this committee or brought before the Board of Governors for discussion and approval.

### **Competition Format**

The all-star format is considered to be the best option as opposed to a tournament because it gives maximum exposure to **our** players; logistically it would be a lot easier to organize and run; it gives more opportunity to our players because we would be fielding 2 teams at each level (Midget, Bantam and Pee Wee) instead of just 1 and would be a real attraction to parents, friends, fellow players, midget and university coaches, the media and most importantly to potential players and future coaches considering the NCAFA. The all-star game would be easier to promote because of the local interest and we could defray most of the costs through 50/50 draws during the game and through the sale of food and refreshments.

### **Timing of Event**

The all-star game will be held at the end of the NCAFA season, usually the weekend after the Championship Games. To maximize our opportunity to draw coaches, fans and media to the game, the League will arrange for a triple header with PeeWee, Bantam and Midget teams playing.

### **Choice of Head Coach and Assistants**

Due to the fact that there is no east/west divisional playdown during the post-season, the choice of Head Coach of the eastern all-star team will be extended to the Head Coach of the eastern team with the best record over the regular season and the same would apply to the western all-star Head Coach. If a Head Coach declines or is not returning to football in the spring, then one of his assistant coaches can be designated by the club concerned as the Head Coach.

The total number of assistant coaches will be up to a maximum of 8 based on the following:

- Quarterbacks
- Running Backs
- Receivers
- Offensive Line
- Defensive Line
- Linebackers

- Deep Backs
- Special Teams

The Head Coach may select up to 4 coaches from his own team but must select the other assistants from the remaining teams.

**Who May Participate**

The all-star game should be for the "graduating" Midget, Bantam or Pee Wee player, playing in their last year of Midget, Bantam or Pee Wee. The game is not restricted to exclude non graduating players if their abilities warrant him/her playing in the all-star game. That is a decision for the coach (es) to make.

**How the Players Will Be Chosen**

There will be 36 players per team. Two teams at each level will be formed; one representing the east and one representing the west as follows:

Peewee and Bantam:

EAST

- Canterbury Mustangs
- Cornwall Wildcats
- Cumberland Panthers
- East Ottawa Generals
- Gloucester South Raiders
- North Gloucester Giants
- Orleans Bengals

WEST

- Bel-Air Copeland Lions
- Bell Warriors
- Gatineau Vikings
- Kanata Knights
- Myers Riders
- Nepean Redskins
- West Carleton Wolverines

Midget:

EAST

- Canterbury Mustangs
- Gloucester Dukes
- Ottawa Colts

WEST

- Bel-Air Lions
- Kanata Knights
- Nepean Redskins

The names of the top 10 Midget players, 5 Bantam players and 5 Pee Wee players from each team will be forwarded to the Head Coach of each respective all-star team by the Monday preceding the last semi-final match. Each team will also submit an additional 2 names for consideration to be chosen to the team and must be identified as alternates. The Head Coach, in collaboration with his assistants, will choose the remaining players from the east and west from any one of a number of teams to bring his team size up to 36. If a team wishes to forward the names of only 3 players then the Head Coach of the respective all-star team will reserve the right to choose the missing players from any of the

remaining teams. Letters inviting the players chosen will be sent out under the Association's letterhead.

The concept of having a number of players from each team participate is to ensure involvement of all Midget, Bantam and Pee Wee teams; ensure that teams that are traditionally stronger do not take advantage and place most of their players on the team(s) disproportionately and consequently use their favourable position to recruit some of the better players to their organization. It should be recognized that a 1st place team (East and West) should have a few more players on the all-star team and that is the reason for allowing the all-star Head Coach some latitude with respect to choosing the additional players bringing the team size to 36 players. However the emphasis should be on representation across the association and equal opportunity for all teams to participate and promote their players.

### **Practice Fields and Times**

On-field practice time is to be limited to the week preceding the All-Star game. Practices will be held at the Minto Sports Field. Equal time will be allocated to each team. Dates and times to practice on the Minto Sports Field will be assigned arbitrarily. Any request to change will be reviewed by the opposing team and decided upon by the scheduler.

The NCAFA will incur the costs for field rental.

### **Uniforms and Equipment**

Players will be issued practice uniforms and related equipment from their home club. Equipment such as tackling dummies, blocking sleds etc. will be provided for by the club that uses the all-star practice field as its own practice or home field. All other clubs are expected to provide supplementary equipment as required.

Players will use their own helmets and related equipment during the all-star game. Game pants are to be provided by the respective home club(s) as well. Game sweaters will be provided and may be kept by the players after the game. Golf shirts will be funded for coaches and team management to a maximum of 10 per team.

### **Media, Dignitaries and Game Announcing**

Print media will be used to advertise the game but more importantly, we hope to have assurance that it will receive coverage in the paper(s). The cablevision company will be contacted to see if it could be broadcast and a copy of the tape made available to NCAFA.

Politicians need not be considered but someone from Football Canada could kickoff the game.

We could possibly have a guest announcer but certainly there are a number of individuals within the NCAFA that could provide this service.

### **Awards**

An annual plaque will be awarded to the winning team but held by the NCAFA. Special award recipients (3 from each team) will be identified on the plaque and each award winner will be presented with an individual plaque.

### **Timing of the Game and Officials**

The timing of the game will be in accordance with league rules.

There will be 5 officials for each game.

### **Game Reception**

After the game is finished either a separate reception or combined reception could be held.

## **APPENDIX “I” - MITE PROGRAM**

### **OBJECTIVES**

The objectives of the program at this age level of play (up to 8 years old, no weight limits) are to teach the players the basics of the game of football in an environment that stresses the fun of being associated with a sport that emphasises the elements of success through teamwork. Winning should not be stresses as the prime objective. The future success of the Mite Program will be met if players, parents, fans and coaches obtain enjoyment from the experience. The measure of success will be seen in the continuation of the players through the subsequent levels of eligible participation.

### **RULES AND REGULATIONS**

1. The Mite program is non-tackle.
2. All participants must be registered with NCAFA.