

# Livingston County Area Junior Football League

## Operational Bylaws - 2017



**Note - The intent and spirit of all rules governed by the LCAJFL are to promote fair and even play along with sportsmanship among its member communities. The intent of all rules herein is to support this fair and even play initiative. Any coach, player, parent or administrator found to be violating the very intent or spirit of this initiative will be subject to disciplinary action as deemed appropriate by the LCAJFL Board of Directors.**

**Rules and bylaws passed at monthly LCAJFL Board Meetings may not be in this document but are enforceable. Please contact your Community Commissioner if a rule is not covered in this document.**

**All game rules not noted in this document are to refer to the MHSAA interpretation. Some game rules not covered by the MHSAA are covered in the NFHS rule book.**

**Bylaw Revision Log**

Revision Date	Revision By	Revision Notes
3/16/2017	Jason LaPerna	Updated Bylaws to new format
3/16/2017	Jason LaPerna	Updated contraction language to include Head Coach provision under Article 17 Section 2.e
3/16/2017	Jason LaPerna	Added Article 25 – Offseason Activities
3/16/2017	Jason LaPerna	Added Article 10 Section 3.k – Absent Secretary provision
3/16/2017	Jason LaPerna	Article 16 heading change to include (all levels, including Instructional)

The Livingston County Area Junior Football League further referenced as "LCAJFL" or the "League", is a nonprofit corporation, organized under the laws of the State of Michigan, and shall remain nonprofit forever.

### **Article 1: Title**

The name by which this corporation shall be known is Livingston County Area Junior Football League or LCAJFL throughout this document.

### **Article 2: Office**

The principle office will be located at the residence of the President and/or Secretary. The registered office (agent) may be located with any long-term participating family that is designated as such by the President or a postal box maintained at a post office of the President's choosing. The current Postal Box is located in Howell, MI.

### **Article 3: Purpose**

To provide a safe, fun learning environment for the youth of our community. We strive to create an opportunity for kids to work together as a team toward common goals. We emphasize sportsmanship, teamwork and respect for authority figures (League Officials, Coaches and Game Officials), players and other spectators.

### **Article 4: Membership**

- 1) General membership will consist of a President, Vice President, Secretary, Treasurer and each Community in good standing. Each Community in good standing must elect a member or Commissioner that attends and votes on League issues, rules changes and resolutions. The Commissioners hold voting rights at regular and special meetings.
- 2) In order to be a member in good standing, all dues must be paid in full, all rules must be adhered to and regular monthly board meetings must be attended in accordance with Article 4, Section 4.
- 3) The secretary will compile and maintain a roster of members, with addresses, in good standing.
- 4) Each Community must attend at least 8 of the 11 regularly scheduled (January – November) meetings of the League. Failure to attend at least 8 meetings will result in one (1) home game being removed from that community for the following year.

## Article 5: Board of Directors (Roles & Responsibilities)

- 1) The business, property and all affairs of this corporation will be managed by the Board of Directors composed of four (4) Members.
- 2) The Board of Directors or "Board" will be elected at the annual election meeting for a term of one year, or in the event a Board of Director resigns, until their successors have been elected and qualified.
- 3) Appointments will be made by the existing Board of Directors to fill vacancies on the Board.
- 4) The Board of Directors will not hold voting rights at any Board of Director Meetings with the exception of any financial decisions that need Board approval.
- 5) Any Board of Director wishing to hold an office for more than one year may run again only after being elected to the Board at the annual election meeting just prior to the second or concurrent term.
- 6) The Board of Directors will be comprised of the following positions: a) President b) Vice President c) Secretary d) Treasurer.
- 7) The Board of Directors will have the power to appoint such other officers or agents as the Board of Directors deems necessary for the proper transaction business of the corporation. Any officer or agent so appointed will also be removed by a majority vote of the Board of Directors when the function of their task is deemed complete by the Board.
- 8) Any Board of Director absent from two regularly scheduled meetings of the Board of Director without having notified the President will automatically be removed as a Director upon approval by the remaining Board of Directors at a regular meeting. This action must be the last item of business at such a meeting.
- 9) A Director may have him/herself removed from the Board by submitting his/her resignation in writing to the President.
- 10) A Director may be removed from their position on the Board upon a statement of "just cause" and a majority vote of the Member Communities of the League when it is deemed to be in the best interests of the organization or when it is deemed by the Board of Directors that the Director is incapable of performing his/her duties.
- 11) Directors are held accountable to the LCAJFL Code of Conduct, Bylaws, and Rules and Regulations.

## **Article 6: Meetings of the Board of Directors.**

- 1) The Membership will meet on a monthly basis. The date, time and place of these meetings will be posted on the website at [www.lcajfl.com](http://www.lcajfl.com). The Board of Directors will meet at least once a month during the calendar year, or as often as the Board of Directors deem necessary, provided the General Membership is provided notice of said meetings as set forth in these Bylaws.
- 2) Each Member Community will be allowed to have one vote on any motion or resolution at a regular or special meeting. The Board of Directors does not have the power to vote on motions or resolutions but can create motions and resolutions to be voted on. The affirmative vote of a majority of the Community members present will be required to carry any motion or resolution. In the event of a tie vote, the motion or resolution would not carry.
- 3) Five (5) Member communities must be in attendance at any regular or special meeting to constitute a quorum.
- 4) A copy of the minutes of each meeting of the League will be available through the Secretary for inspection by any Director or Member Community. 5) All LCAJFL meetings will be conducted in accordance with Robert's Rules of Order.

## **Article 7: Special Meetings of the General Membership**

- 1) A special meeting of members may be called any time by the president, a majority of the Board of Directors or upon a written petition of at least 50% of the Member Communities in good standing. All Board of Director members, and Member Communities must be given 1 weeks' notice that said meeting is going to take place. This may be accomplished through information published on the website, through email to the Member Communities, or posted on a medium designated for League Communication at the discretion of the Board of Directors.
- 2) Should it be deemed necessary by the Board of Directors to call a special meeting of the General Membership without one (1) week written notice, that notice will be waived in writing by a simple majority of the General Membership prior to the call to order of said meeting.
- 3) The location of the meeting will be determined by the President and will be within the LCAJFL area and large enough to accommodate all members in attendance.
- 4) These meetings will follow the same procedures & protocol as a regular meeting.

## **Article 8: Election of Board of Directors**

- 1) The Board of Directors for the following year will be elected by the General Membership at the final monthly meeting of the General Membership in the Month of November. The LCAJFL does not typically meet in the month of December.
- 2) At a meeting of the Board of Directors, at least 30 days prior to the November election meeting, the Board of Directors will accept nominations from General Members in good standing and who meet all requirements set forth in these bylaws to serve as the next Board of Directors.
- 3) The slate of nominees to the Board of Directors will be posted on the website or through email at least 2 weeks prior to the election meeting.
- 4) The secretary will record the names of all nominees to the Board of Directors.
- 5) When the Community Members sign in for the November election meeting they will be given a ballot to cast for their communities vote on the new Board of Directors.
- 6) The President will conduct the election of the new Board of Directors by ballot. The President will appoint 3 members (who are neither running for office, nor related to any candidate or are a community running for office) to count the ballots and inform the President of the results of the election. The President, in turn, will announce the results to the General Membership after the ballots have been counted.
- 7) Members in good standing may submit proxy votes, but they must be submitted (in writing) to the secretary prior to the start of the election meeting.
- 8) No email votes will be accepted as proxy, nor will they be accepted if submitted on someone's behalf.
- 9) Transition Meeting: The final responsibility of the exiting Board of Directors will be to have all board members present for a transition meeting. This meeting should be conducted no later than two weeks post-election. At this meeting, ALL organization property, information, contracts, documents, etc. will be turned over to the newly elected board President.

## Article 9: Committee Meetings

- 1) The Board of Directors may establish committee(s) to deal with various issues that pertain to the League. a) Bylaws committee b) Rules committee c) Any other committee that the Board of Directors deem necessary.
- 2) Committee(s) will meet on their own time at least once a month and report to the Board of Directors on their status at the monthly Board meetings.
- 3) The Board of Directors may disband the committee(s) once its obligation has been fulfilled or is no longer required.
- 4) Members of the committee(s) may consist of Board of Director Members, Community Members, Coaches, or Community Board Members (members of any communities Board of Directors).
- 5) These committees do not establish policy. They make recommendations or suggestions to the Board of Directors and Member Communities. They have no policy making authority.

## Article 10: Duties of the Officers of the Board of Directors.

- 1) The duties of the **President** will be as follows:
  - a) A requirement of two (2) years of active participation in the LCAJFL including having been a representative of any Member Community for at least two (2) years at LCAJFL meetings.
  - b) If no one meeting the criteria above accepts nomination, any member with two (2) years of active participation and in good standing with their community may be nominated for this position.
  - c) This position can be held in conjunction with a position on a Member Communities Board of Directors however while acting as the President of the LCAJFL you hold no power to vote on behalf of your Member Community at any regular or special meeting.
  - d) In the event an issue arises pertaining to the President's home community, the President must abstain from imposing sanctions or penalties and must only act or speak if asked to by the Vice President. The Vice President would handle any and all issues related to the President's home community if necessary.
  - e) Perform overall management, that is, legal, financial and operations of the LCAJFL, Inc. Specific functions to include: Chair and conduct all regular and special meetings of the Board of Directors. Prepare all regular and special meeting agendas. Oversee yearly internal audits of the financial records of the League.
  - f) Work with Vice President on League Game Schedule.
  - g) Final authority for all Rules and Bylaw related issues for general problem/issue resolution that may be required in response to issues/problems raised by

Member Communities, Coaches, or Board Members. The President may impose any sanction he/she deems necessary within these Rules or the Code of Conduct. If a sanction or penalty is not covered in the Bylaws or Code of Conduct, the President may impose any sanction he feels justifies the rule that has been broken.

- 2) The duties of the **Vice-President** of Football will be as follows:
- a) A requirement of two (2) years of football coaching and/or football commissioner and two (2) years of active participation in the LCAJFL Organization or another football organization.
  - b) If no one meeting the criteria above accepts nomination, any member with two (2) years of active participation and in good standing may be nominated for this position.
  - c) This position can be held in conjunction with a position on a Member Communities Board of Directors however while acting as the Vice President of the LCAJFL you hold no power to vote on behalf of your Member Community at any regular or special meeting.
  - d) Perform overall logistical operations of the LCAJFL (i.e. clinics information to communities, coaching issues that may arise, general assistance to the President of the LCAJFL).
  - e) Serve as a point of contact for all Referee related issues in terms of availability and coordination.
  - f) Work with President on League Game Schedule.
  - g) Assume the duties of the President in the event that the President is unable or unavailable to perform the Presidential duties.
  - h) The Vice President would handle any and all issues (including but not limited to sanctions and penalties for conduct) related to the President's home community if necessary.
- 3) The duties of the **Secretary** will be as follows:
- a) Member with two (2) years of active participation in the LCAJFL and in good standing with their community.
  - b) If no one meeting the criteria above accepts nomination, any member with two (2) years of active participation and in good standing may be nominated for this position
  - c) This position can be held in conjunction with a position on a Member Communities Board of Directors however while acting as the Secretary of the LCAJFL you hold no power to vote on behalf of your Member Community at any regular or special meeting.
  - d) To record general League information, including, but not limited to, minutes, motions, resolutions and bylaws.
  - e) Prepare and distribute, by approved means, notices for special events and meetings as determined by the Board of Directors.
  - f) Take any Board of Director meeting notes and provide these notes to the President for his/her compilation and final approval.

- g) Consolidate the President and Secretary's notes into official meeting minutes and provide to the President at least one (1) week prior to the next monthly Board Meeting for dispersion to the Member Communities.
  - h) Record meeting minutes after finalization and approval.
  - i) Prepare and e-mail Board members meeting notices.
  - j) Retain copies of the LCAJFL's history including but not limited to amendments to bylaws and meeting minutes. This information will be passed on to the elected Secretary year after year at the transition meeting if necessary.
  - k) If the secretary position is not filled or is absent for any reason, a community will be selected to take minutes for that meeting on a rotating basis by alphabetical order. This community will respectfully submit the meeting minutes on behalf of the secretary and make note of such within the meeting minutes for tracking purposes.
- 4) The duties of the **Treasurer** will be as follows:
- a) Member with two (2) years of active participation in the LCAJFL and in good standing with their community.
  - b) If no one meeting the criteria above accepts nomination, any member with two (2) years of active participation and in good standing may be nominated for this position
  - c) This position can be held in conjunction with a position on a Member Communities Board of Directors however while acting as the Treasurer of the LCAJFL you hold no power to vote on behalf of your Member Community at any regular or special meeting.
  - d) Perform overall functions of disbursement and collection of LCAJFL Funds and maintain accurate and up-to-date financial ledger and League bank account book.
  - e) Secure necessary liability and Board of Directors insurance for the league.
  - f) Deposit league funds and record all deposits to the appropriate ledger accounts.
  - g) Disburse funds upon the President or Board of Director's approval and record the said disbursements to the appropriate ledger accounts.
  - h) Update ledger and bank account cash balance on a weekly basis and be prepared to provide the Executive Board with such information upon request.
  - i) Balance the league bank account on a monthly basis.
  - j) Facilitate the preparation of required federal and state tax requirements and forms.

## Article 11: Remuneration

- 1) No Director, Commissioner, or Member will receive remuneration, monetary or otherwise, for services rendered to the LCAJFL.
- 2) Any Director or officer soliciting services or goods in excess of \$1000, must solicit a minimum of two (2) bids that will be then submitted as sealed bids, only to be opened

in front of the Board of Directors.

- 3) If any Board member(s) has a personal relationship with the bidding company, that Board member(s) must abstain from the discussion and voting process of the bid.

## **Article 12: Execution of Instrument**

- 1) All checks, drafts, money orders to pay will be signed by the Treasurer, the President, or one of two (2) designees approved by the Board of Directors. Two signatures will be required to make these binding. Such signatures will become effective at the time of their election as executive officers in this organization.
- 2) In the event of the dissolution of the LCAJFL, the Board of Directors will turn over all remaining funds and/or equipment to the local government. This is in accordance with the laws of the State of Michigan.

## **Article 13: Fiscal Year**

The fiscal year of the LCAJFL will commence on January 1 and end on December 31 of each year.

## **Article 14: Amendment of Bylaws**

- 1) These bylaws may be amended by the affirmative vote of majority of the Board of Directors at any regular or special meeting of the Board of Directors, provided that notice of said meeting would include a specification of proposed amendment, addition or repeal in a suitable form.
- 2) Procedure on how to change the bylaws
  - a) Committee of members in good standing will be appointed to review the bylaws.
  - b) The committee will make suggestions for changes.
  - c) Voted on and approved by a majority of the Board of Directors before implementation.

## **Article 15: Eligibility**

- 1) Eligibility for Certification Player eligibility: In order to be certified on a team roster, a player shall qualify as an eligible candidate under the following requirements:
  - a) Residence: A player is to participate in the community in which he/she attends public school. If there is no Junior Football program in his/her school district, a player may participate in a program of his/her choice. Any special conditions must be brought before, and approved by the League Board of Commissioners.

- b) A player shall be considered eligible for any division in which he/she can qualify by combination of weight and age.
  - c) A player shall be ineligible during any season in which he/she simultaneously has participated in any inter-school flag or tackle football game, except a touch or flag program which is a regular part of a school system intramural or physical education program.
  - d) A player may not practice for a school team and a Livingston County Area Junior Football League team at the same time.
  - e) Parental consent: A player shall furnish written permission to play from his/her parent or legal guardian.
  - f) Medical certification: A player will provide proof of examination and approval by a physician prior to participating in any practice or play.
- 2) Retention of Eligibility
- a) To remain eligible, a player must meet the following requirements: i) Retain parental consent and maintain sound physical condition. ii) League recommendation is to maintain passing grades in school - "C" average.
  - b) If a Veteran does not have their registration completed and turned in along with any required fees by the designated date, they shall not be considered as having achieved "Veteran" status and therefore shall be placed on a waiting list for their specific color. Wait List players with a current color may not be drafted or moved to another color.

## **Article 16: Team Formation (all levels, including instructional)**

- 1) Veteran Player Placement
  - a) All individual players that are drafted to a specific color must remain on that color unless the player is moved due to expansion rules as laid out in Article 17, Section 1. This is to be known as the "Color Rule".
  - b) All siblings of players currently participating within a member community during the same year must automatically be placed on the same color. Any new participant that is registering in a member community that does not have a sibling participating in the LCAJFL for that member community the same year would be placed into the rookie draft.
- 2) Rookie and Wait List Player Placement (Blind draw procedure)
  - a) This activity will be held on a day after a community's regular registration period has ended (rookie and veteran). Those in attendance at this meeting are board members of that community and an Executive Board Member of the LCAJFL. This procedure is to be completed by the end of June. The LCAJFL will be notified in

- advance of the date, time and location of this event. This event will be run by the community for placement of all rookie and wait list players without a current team. The LCAJFL will place players randomly onto teams. The communities are asked to be prepared for this meeting with team needs, grades splits, and available slots for each team that match the number of players registering for that years draw. Upon completion of the blind draw procedure, rosters of each team should be given via paper copy or email to a League Executive Board Member.
- b) Waiting List Player Selection Procedure - The procedure of acquiring Waiting List Players is as follows: First it has to be determined "How many Waiting List Players are needed to fill the team roster to the required number set by the community program by-laws." If it is determined that all Waiting List Players are going to be placed, the rotation of selecting shall continue through the blind draw system by an LCAJFL Executive Board Member until the Waiting List Players have all been placed and all teams are filled. If it is determined that only part of the Waiting List Players are going to be placed, then that number of players are taken from the Waiting List in order, and then the rotation of selecting shall continue through the blind draw system by the President until they have been placed and the teams are filled.
  - c) Rookie Player Selection Procedure - The procedure of acquiring Rookie Players is as follows: First it has to be determined "How many Rookie Players are needed to fill the team roster to the required number set by the program by-laws." Next, the needed number of players is "BLINDLY" drawn from a hat by an LCAJFL Executive Board Member. The remainder of the names shall also be drawn out of the hat and listed in the order in which they were drawn to form the "Waiting List". Now, the rotation of selecting shall continue through the blind draw system by an LCAJFL Executive Board Member until the Rookies have all been placed and all teams are filled. The rookie player selection procedure shall take place annually to recruit rookies if they are needed to fill any roster. If the teams are not filled during this process and late registrations are accepted, these players will be assigned to teams where the continuous pick rotation left off (sibling rule does take precedent).
  - d) Waiting List - Members of the LCAJFL are required to carry a Waiting List from year to year if they are unable to place all registered players on a team. These Waiting List Players may play for another member community of the LCAJFL program with the permission of the Waiting List community's Commissioner and hold their position on the Waiting List. If called they must report to their home community if practice has not begun for the current season.
  - e) Siblings A rookie or waiting list player has a sibling on a Division the sibling must play on the same Division or wait until there is an opening on that division. All efforts to place the sibling should be made.

- 3) If there are any situations which may occur that are not noted, may require interpretation, or are not explained in this procedure, the LCAJFL has the right to collectively resolve the issue

## **Article 17: Expansion and Contraction of Teams**

- 1) Expansion to any number of teams up to a full set (Fr/JV/Var)
  - a) When a League member is going to form a new color within their organization, the teams will be formed by one of the following procedures. These procedures take precedent over the normal "Color Rule" when expanding.
    1. OPTION 1 - If the League member's school district has two (2) middle schools they may select the teams by the middle school in which the child will be attending. This option will only work if there is the same number of middle schools as there are teams being formed (i.e. 2 middle schools that form two separate Varsity teams)
    2. OPTION 2 - Each team will alternate in selecting players. The purpose of this method of team formation is to develop a balanced level of children by age/grade. This, in turn, will further enhance balanced competition within the League. This activity will be held in accordance with Article 16 Section 2.a.
  - b) Coaching Particulars & Players Protected
    1. Commissioner – Commissioners shall be picked in accordance with the program that is expanding. Commissioners shall be selected before the program registration of veteran player selection, and rookie player lottery.
    2. Head Coach – Head Coaches shall be picked in accordance with the program that is expanding. Coaches shall be selected before the program registration of veteran player selection, and rookie player lottery.
    3. Assistant Coach – The Head Coach of the program (expanding) shall announce one Assistant Coach. The program (expanding) will approve or disapprove of the Head Coaches selection. No other coaches or staff will be allowed at this particular time. Other coaching or staff positions may be entered after all players have been joined to a team and will be screened by the program in the same manner.
    4. Players protected by Commissioner and Coaches – The Commissioner, Head Coach and Assistant Coach shall be allowed to reserve a spot on the color for their sons or daughters as players. If the Head Coach or Assistant Coach does not have a child in the program they may

designate one player as "their child" and reserve a spot on the team for them, this does not apply to the Commissioner. The purpose of this clause is to prevent a team from having sizable numbers of players protected by more coaches than described in the previous statement. In essence, more kids will have opportunities to participate in the program, and teams cannot be designed by the recruiting of other coaches.

5. Players Protected by Board Members – Board members of the program (expanding), in good standing, shall be able to reserve a spot on the color for their sons or daughters as a player. If the player is a veteran, he or she shall be subject to the veteran selection procedure described below. The board member cannot choose a preferred division for them to play in. If the player is a rookie, he or she shall be subject to the rookie selection procedure described below, but will not have to be drawn from the "Blind" lottery.
- c) Player Selection Process - As a result of any community program expansion effort, the players, both veteran, waiting list and rookies, shall be selected in accordance with the following procedures that are in compliance with the LCAJFL and shall be officiated by a person appointed by the Member programs Board and supervised by a LCAJFL Executive Board Member. The Veteran's portion of this procedure shall only be required for the first year or initial "expansion" of the program. After the initial "expansion", Veteran Players will stay in the division in which they were placed and will remain in the same division until such time they graduate in to the High School Football Program, unless further expansion is required. The order of player selection within the program shall begin with Varsity, followed by Junior Varsity, and ending with Freshman. The player selection procedure will not be allowed to begin, by any team, until the selection procedure of the prior team has been declared closed by the Executive Board Member from the LCAJFL. This would also mean that each player has met the eligibility requirements of the team, i.e. registration requirements, proper weight, age, etc., in order to close the procedure.
- i. Veteran Player Selection Procedure - The procedure of Veteran Player selection is as follows: First it has to be determined "How many Veteran Players are needed on each team roster to make the teams have the same number of players." This will be used to determine the number of players that will be drawn from the existing team(s) to create the new team. The President shall be the only person actively participating in the player selection procedure. After that, the President will choose Veteran players, using the blind draw system, until they are exhausted. After the veteran procedure has ended and all veterans have been selected on a team, rotation will continue for any waiting list and rookie players which may be required to fill the team roster to the number determined by the expanding program.

- ii. Waiting List Player Selection Procedure  
See: Article 16, Section 2(a)
- iii. Rookie Player Selection Procedure  
See: Article 16, Section 2(b)
- iv. Waiting List  
See: Article 16, Section 2(c)
- v. Sibling Placement for expansion only
  - a) When a veteran player is selected to a team and has a sibling who is also a veteran and eligible to play on the same team level, he or she shall automatically be placed on the same team. This selection shall count as two (2) picks for that team.

NOTE: PLAYERS OR COACHES CANNOT BE TRADED.

- b) When a veteran player is selected to a team and has a sibling who is also a veteran, but is eligible to play on a team of a smaller level, he or she will automatically be placed in the same color to assure that family members are kept together. The coach receiving the player shall be notified prior to the player selection procedure for his team, so they can be fitted in as a Veteran Player. These players count toward the filling of a roster as any other player would. However, these players placed on a team due to the sibling language of this procedure shall not be considered as a part of the rotation of selecting players, but, they will be counted in the total number as a Veteran Player before the beginning of the Rookie Player selection procedure.
- c) When a veteran player is selected to a team and has a sibling who is registered as a rookie (whether on the same team or a smaller team), that player would automatically be placed on the appropriate team of the same color program as his older sibling. These players count toward the filling of a roster spot as any other player would. However, these players placed on a team due to the sibling language of this procedure shall not be considered as a part of the rotation of selecting players, but, they will be counted in the total number as a Rookie Player before the beginning of the Rookie Player selection procedure.
- d) If a veteran player is selected to a team and has a sibling on any Waiting List the sibling must wait until there is an opening on that division.

NOTE: IF THERE ARE ANY SITUATIONS WHICH MAY OCCUR THAT ARE NOT NOTED, MAY REQUIRE INTERPRETATION, OR ARE NOT EXPLAINED IN THIS PROCEDURE, THE LCAJFL HAS THE RIGHT TO COLLECTIVELY RESOLVE THE ISSUE.

- 2) Contraction of an individual team or color
  - a) If a Member Community has determined that they do not have enough registered participants to fulfill their current number of teams, they may choose to contract one or more teams.
  - b) When considering a team for contraction all players on that team will be placed into a veteran open blind draft at the time of team formation for that year. These players will be selected to one of the current teams before any rookies or wait list players are selected. Players will be drawn blindly according to the same rules as in the Rookie Player selection process located in Article 16, Section 2(b).
  - c) Once all existing players have been drafted onto new teams, the team can officially be contracted and the league must be notified for scheduling purposes.
  - d) In the event a Member Community needs to re-expand in any future years, these players would be subject to the normal expansion rules as laid out in Article 17, Section 1.
  - e) Coaching Particulars & Players Protected
    1. Head Coaches from teams that are contracted may apply to become a Head Coach on the color of his choosing for the following year. If the coach is selected for that team, the families color would then change automatically and his/her children would be placed on the appropriate team color automatically as long as there is room. In the event the coach is not awarded the Head Coach position of his choosing, his/her children would be subject to be drawn blindly according to the same rules as in the Rookie Player selection process located in Article 16, Section 2(b).
    2. Children of Assistant Coaches or any other personnel from teams that are contracted are subject to be drawn blindly according to the same rules as in the Rookie Player selection process located in Article 16, Section 2(b).

IN CLOSING: It is intended that this procedure be used in the good spirit of fair play and to encourage family participation throughout the LCAJFL. The procedures therein were developed so that for the first year, a way of forming teams is accomplished in fairness for the success of the LCAJFL.

## **Article 18: New Member Communities**

- 1) If a new community enters the league and a youth from the new community is playing for a current member community, the youth is permitted to stay with the community in which they started playing (grandfather rule).

- 2) If a new member community is joining the league, all new players must play in their home community.

## **Article 19: Game Day Complaint Process**

- 1) All Member Community staff including but not limited to Head Coaches, Assistant Coaches, Team Helpers on the field, Commissioners and Board Members are expected to adhere to the LCAJFL Code of Conduct seen in Appendix A. However, if any Member Community takes issue with any violation of the LCAJFL Code of Conduct or is in any way disruptive at any LCAJFL contest, the following procedure must be used.
- 2) Game days are the community's days, not the LCAJFL. Only a blatant violation of league rules that cannot be handled by both communities collectively should warrant contacting a LCAJFL Board Member on game days. All issues that happen on game days can be handled via conference call on the Monday evening following game days (more information will be distributed when available)
  - a) The Head Home Commissioner is ALWAYS in charge.
  - b) Color Commissioners must first contact their Head Commissioners for any on field disputes or issues regarding other teams and/or referees if unable to resolve them with the opposing team's Commissioner.
  - c) Head Commissioners should attempt to resolve the issue collectively with the opposing team's Color Commissioner or contact the opposing team's Head Commissioner if not present.
  - d) If both Commissioners (Color or Head) deem a violation of the LCAJFL or MHSAA rules has occurred, the punishment for violations are listed in the LCAJFL Bylaws. Enforce the punishment immediately by speaking with the Officials and Head Coaches collectively. Issue warnings/ejections if needed.
  - e) If the issue happens again, the offending Head Coach must be removed from the game immediately. An immediate one (1) game ban will also be assessed to the offending Head Coach. There will be no appeals to the coach ejection rule.
  - f) If a consensus to the issue cannot be found and the Away Commissioner is not satisfied with the Home Commissioners decision, the LCAJFL executive board can be contacted.
  - g) If the situation can be documented for later review, please make sure you get all pertinent information, game tape, witness accounts, etc.
  - h) The LCAJFL will hold a review session / Conference Call every Monday evening following a game where team Commissioners can present any issues that they have with regards to other communities or officials. We will invite a member of

the Contracted Referee Company to this conference call however cannot guarantee he/she will attend.

## **Article 20: Football Commissioners**

- 1) Commissioners shall require each Head Coach to submit a complete roster using the approved league roster exchange form in numerical order with player's names, numbers, ages, birth dates, and any discipline or injury problems listed. These rosters shall be exchanged at weigh-in which should occur 30 minutes before the start of the next game or 30 minutes before the first game.
- 2) The home Commissioners shall be the final authority in any dispute. All Coaches must obey all requests of the Home Commissioner!
- 3) A Commissioner is required to be in attendance for all games played for his/her color. If a Commissioner is also a coach, he/she will not be permitted to also be a Commissioner at the same time. In this event, a Proxy Commissioner must be named and the opposing team's Commissioner must be notified of his/her name. The Proxy Commissioner must act on his/her own and not on behalf of the Commissioner he/she is replacing. Ignorance of the rules is not acceptable for any Commissioner, Head, Color or Proxy. If no such Proxy Commissioner is available, the original Commissioner must refrain from Coaching.
- 4) Infractions of LCAJFL by-laws must be registered with the Commissioner and one (1) warning will be issued. A second, similar infraction can lead to forfeiture of a game. (It is up to the discretion of the home field (official) Commissioner or his mandated proxy.)
- 5) Each Commissioner is responsible to ensure each Coach receives, understands, and follows the League rules in their respective communities. Ignorance of the rules is inexcusable.
- 6) Commissioners will be around the field and accessible at all times.
- 7) A game should never be stopped because of a rules violation unless both Commissioners need to speak collectively to the officials and/or both Head Coaches.
- 8) A Commissioner (home or away) should NEVER approach a game official during a game (including stoppages in play) to discuss a judgment call. Let the Head Coaches handle their games. Judgment and questions about safety of the participants should be handled according to Article 20, Section 9.
- 9) A Commissioner (home or away) should NEVER approach a game official alone about any issue. Both Commissioners must approach officials collectively and be unified in the topic being discussed.

- 10) Commissioners (home or away) CAN be ejected from the stadium if an official deems their conduct as inappropriate enough for removal. A club executive would be responsible for filling in during their absence.
- 11) If there are problems that need to be addressed, document them all.
- 12) Complete a Referee Evaluation Form for every game, whether sharing a good or bad experience and email it to the LCAJFL representative chosen to handle referee issues.

## **Article 21: Coach/Player Conduct**

- 1) The conduct of all participants of the LCAJFL during the game should be exemplary. However, to ensure this point, the officials are authorized to request a coach or member of his staff to leave the playing field for improper display of temper or poor choice of language.
- 2) Profane language by player(s) and/or coach(s) constitutes an automatic fifteen (15) yard penalty. Repetition of the same by the same player will result in that player(s) and/or coach(s) being ejected from the game.
- 3) Any participant of the LCAJFL who is ejected from a football game by a game official or home commissioner is automatically INELIGIBLE to participate in their team's next scheduled game. It will be the responsibility of the opposing commissioner to contact the next weeks opposing commissioner about the infraction (no appeals).

## **Article 22: Penalties for Conduct Related Issues**

- 1) The President of the LCAJFL has the right to suspend, eject, expel or otherwise reprimand any coach, player, parent, commissioner, or member community board of director for any reasonable amount of time after a hearing of said offense is heard. Any appeals of such an act would be heard by the LCAJFL Board of Directors at the following regular Board meeting. During the Appeals process, the offending person may not attend regularly scheduled practices or games unless approved by the LCAJFL President.

## **Article 23: Medical Services**

- 1) Once removed from the game because of injury, a player is not allowed to reenter the game without the approval of a Game Medical Attendant or Red Cross cardholder. This rule does not apply to minor injuries; i.e., abrasions, bruises, etc.
- 2) The home team shall be responsible for the presence of a Doctor (MD, DO), Nurse (RN, LPN) Emergency Medical Technician (EMT), or First Response for the duration of game play. The press box will be supplied with his/her name.

- 3) The Doctor/Nurse/EMT or First Responder must remain on or near the sidelines as to properly be the first person to respond to any incident that may require their attention. Sitting in a vehicle on or off of the field is not an acceptable practice in the LCAJFL.
- 4) Coaches and/or Commissioners are responsible for calling medical personnel onto the field. The medic should refrain from entering the field of play unless called or he/she observes an obvious injury. Coaches/Commissioners must not move an injured child until medical personnel has arrived and the child is deemed safe enough to move by said medical personnel.

## **Article 24: State of Michigan Concussion Laws**

- 1) Michigan Public Acts 342 and 343 of 2012 requires that all LCAJFL Member Communities follow the guidelines, training and awareness set forth at [http://www.michigan.gov/mdch/0,4612,7-132-54783\\_63943---,00.html](http://www.michigan.gov/mdch/0,4612,7-132-54783_63943---,00.html)
- 2) A copy of all applicable documents required by these public acts must be kept by the member organization and presented to any LCAJFL Board of Director upon request.

## **Article 25 – Offseason Activities**

1. Offseason activity timing is labeled as any activity done so during the period between a team’s final game of the season and the leagues established first day of practice for the following season.
2. Illegal offseason activities are labeled as any event where no other players, teams or communities are formally invited to the same event. This includes any football specific camps, practices, 7on7 Leagues, post season leagues, and any individual training, all where five or more players are participating from the same team. Absolutely no contact related training is allowed in the offseason unless approved by the LCAJFL. Such contact related activities would be limited to post-season tournaments outside of the LCAJFL.
3. Offseason activities such as post-season tournaments, 7on7 leagues and Community Camps and Clinics will be made available to all communities during the offseason by the LCAJFL. All communities will be invited to these tournaments or camps and it would be up to the individual communities to supply teams or players for these events. A community’s non-involvement in such activities does not allow them to disallow or question other communities from the same benefit.
4. Legal offseason activities are any event where prior notification is given to all LCAJFL communities at least 14 days in advance of the event and fair inclusion is allowed. It is not acceptable to hold a camp and limit the camp to 25 kids, invite everyone to the

camp and then say the camp is full after your community specifically fills the camp. This would be considered an illegal team activity.

5. Notification can be made to all communities by simply emailing the current contact list found on the leagues Dropbox account. If you cannot access this list, email a league representative for distribution.
6. Any coaches found to be holding illegal offseason activities will be suspended for 2 weeks AND 2 games at the beginning of the season. This suspension does not have to run concurrent. It is possible for the 2-week suspension to be carried out during pre-season practices and then the 2 game suspension to be carried out during weeks 1 and 2 of that season. The coach would be allowed to practice with the team during the game week suspension if he has already served his full 2-week suspension in pre-season. A second violation from the same coach in any subsequent years will result in permanent expulsion from the LCAJFL.
7. Any coach found to be holding illegal offseason activities would also result in the community losing an entire home game for that season (all colors). A second violation from any coach within the community during that year will result in a loss of a home game AND a post-season ban for that community for the year.

## **Appendix A: LCAJFL Code of Conduct**

One of the goals of the Livingston County Area Junior Football League (LCAJFL) is to provide a safe, fun learning environment for the youth of our community. We strive to create an opportunity for kids to work together as a team toward common goals. We emphasize sportsmanship, teamwork and respect for authority figures (League Officials, Coaches and Game Officials), players and other spectators.

### **The LCAJFL Code of Conduct**

LCAJFL will not tolerate verbal or physical abuse of its volunteer coaches, referees, or players from any Parent, Player, or Spectator. Parents and spectators, just as players and coaches, are expected to abide by the code of conduct described here at all LCAJFL events. While most of the adults and children in the program will abide by this code without being instructed, it is being published to protect the children, the integrity of our program, and emphasize the values of LCAJFL.

### **Parents/Spectators Code of Conduct**

- 1) As a parent or spectator, I will:
  - a) Support the coaches, players, and/or cheerleaders and help teach the value of commitment to the team, sportsmanship, ethical conduct, and fair play.
  - b) Support my child's team and help my child and LCAJFL make athletic contests a positive educational experience.

- c) Direct constructive criticism of my child's team program to the head coach and/or association officials at an appropriate time. I will work toward a positive result for all concerned.
  - d) Accept decisions of the game officials (including coaches) on the field as being fair and called to the best ability of said officials. The officials are in charge of all games; their decisions are final.
  - e) Exhibit exemplary sportsmanship at all times.
  - f) Emphasize that good athletes strive to be good students that are physically and mentally alert.
  - g) Strive to make every football/cheerleading activity serve as a training ground for life, and a basis for good mental and physical health by being present to support the children.
  - h) Abstain from being under the influence of or in possession of and/or drinking alcoholic beverages and the possession or use of any illegal substance on both the game and practice fields.
  - i) Stay behind the designated spectator line during a game.
  - j) Be responsible for the actions and conduct of any guests that I bring to any LCAJFL event.
- 2) As a parent or spectator, I will not:
- a) Interfere / interrupt the coaching staff during games or practices.
  - b) Criticize officials or coaches, direct abuse or profane language toward them, or otherwise subvert their authority.
  - c) Criticize an opposing team, its players, coaches, or spectators by word of mouth, by gesture, or by deliberately inciting un-sportsmanlike behavior.
  - d) In any way at any LCAJFL game or practice or any LCAJFL event conduct me in a manner that fails to demonstrate good sportsmanship and compliance with the spirit of this code of conduct.

### **Consequences of Behavior**

- 1) At any LCAJFL event, practice, or competition, any adult who verbally abuses, attempts to intimidate, is flagrantly rude to, or does not control their language or actions with a player, official, coach, spectator, or LCAJFL official will be asked to leave the event. If the spectator fails to leave upon request, law enforcement authorities may be called to remove the spectator.
- 2) Any adult that conducts his or herself in a manner not consistent with the spirit of this code of conduct may be banned from LCAJFL events for the remainder of that season and any future season.
- 3) Any adult who physically assaults an official, coach, LCAJFL official, player, participant or another spectator will be banned from LCAJFL. After one year, the parent may apply for reinstatement. LCAJFL may, at its discretion, lift the ban. The term physical assault includes, but is not limited to: hitting, slapping, pushing, spitting, kicking or striking in any way with any part of the body or any physical implement.