

South Jersey United Football League Bylaws

Name

The League will be known as the South Jersey United Football League (SJUFL).

Mission

- A. To promote sportsmanship, honesty, integrity and courage.
- B. This mission will be met by:
 - a. Governing contests in order to classify those who participate therein.
 - b. Determining and defining awards and prizes for winning contests.
 - c. Defining awarding tokens and insignia of championships.
 - d. Determining and defining breeches and infractions of its rules and regulations.
 - e. Imposing penalties as set forth in the Bylaws and in accordance with the law.

Objectives:

- A. To promote and maintain physical exercise, physical fitness, and moral well being of children.
- B. To engage, assist, encourage, participate, and teach American Football.
- C. To further sportsmanship and honor among children in a competitive atmosphere.
- D. To promote and oversee amateur games, contests, sports, and athletics while elevating the standards and competitive level of amateur athletics.
- E. To foster and encourage community pride through local amateur athletics.
- F. To instill wholesome values in youngsters and young adults.
- G. To assist in combating juvenile delinquency by providing and promoting the physical and emotional well being of young athletes.
- H. All other ways as are necessary in order to accomplish our mission and objectives.

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Section 1: League Membership

Article I. Membership

Section 1.01 League Members Defined

- (a) Permanent League Member
- (b) Probationary League Member
 - (i) *Any organization, city or club that has not attained permanent status in the SJYFL.*
 - (ii) *Any organization, city or club that has been placed on a temporary probationary period due to rule violations indicated in Section Three of Bylaws.*

Section 1.02 Charter Members

- (a) A Charter Member shall be defined as a member who has committed to the SJUFL in its inaugural season.
- (b) Any Charter Member shall be hereinafter defined as a Permanent Member of the SJUFL and shall be entitled to all said rights, duties and privileges.

Section 1.03 League Fees

- (a) The SJUFL Board will determine the league fees to be paid by each league member before the first League meeting in April.
- (b) All outstanding fines, penalties and assessments must be paid at or before the first League meeting in March.
- (c) Each League Member shall pay the appropriate league fees on or before the first League meeting in June. This payment is meant as a deposit and will apply to the season's league fees.
- (d) Each League Member shall pay the balance of their League fees at or before Mass Registration.

Section 1.04 Modification of Member Identification

- (a) Any League Member wanting to move their parent organization to another city, change their playing field location, or change their parent organization's name, organization, corporation or club, must submit the request in writing to the SJUFL Board. The Board will review the request and its implications, if any, to the SJUFL, and decide how to handle the request, including the membership status of the organization.

Section 1.05 Record Keeping

- (a) All League Members are required to submit to the League, their parent organization's name and address. The Secretary will keep this information as part of the League documents.

Section 1.06 New Members

- (a) Each year, in January, the Board will discuss and vote upon whether the SJUFL will accept expansion applications for the upcoming season, and if desired set a limit on the number of teams that may be added. Setting a limit does not obligate the league to accept that many teams, but simply sets a maximum on the number that may be accepted. If the vote is not to expand for that season, no applications will be accepted for that season.
- (b) The preferred method of expansion is by invitation of the league to a prospective club. The Vision Committee shall present a list of target clubs to the board prior to the initial expansion vote described in “1: I: I: VI: A” of League Bylaws including their perspective on why the addition of the proposed clubs benefits the SJUFL. Any club invited to apply must still submit an application fulfilling all of the requirements of “1: I: I: VI: F” of League Bylaws.
- (c) If the decision to expand will require that the referees support additional venues, the referee’s liaison will be consulted prior to the expansion vote of “1: I: I: VI: A” of League Bylaws.
- (d) Any organization, city, or club desiring membership in the SJUFL must apply for membership no later than the first League meeting in February.
- (e) The applicant must submit a letter of intent to the SJUFL Board, along with the following additional information:
 - (i) *Photographs of the playing field(s) to be used for official games.*
 - (ii) *An approval letter from the field owner granting long-term use of the site.*
 - (iii) *Photographs of bathrooms, press box and concession stand(s).*
 - (iv) *Photographs of parking facilities, and a count of parking spaces available.*
 - (v) *Photographs of the public address system.*
 - (vi) *Photographs of equipment storage areas.*
 - (vii) *Examples of game uniforms, including colors and logo.*
 - (viii) *Example of a finished helmet.*
 - (ix) *A copy of the prior year’s insurance document, or for new programs a copy of the insurance binder.*
 - (x) *Unmodified copies of all rosters from the prior year except for new programs.*
 - (xi) *Unmodified copies of all schedules and results from the prior year, except for new programs.*
- (f) All applicants must designate a High School sending District that is not already claimed by anyone in the League.
- (g) The Vision Committee shall screen the applicant, and present their recommendations to the SJUFL Board. Any misrepresentation by the applicant to the SJUFL or the Vision Committee shall be cause for immediate termination of the screening process and the elimination of that applicant from consideration.

- (h) Conditions of membership include strict adherence to these Bylaws.
- (i) By the first meeting in January, an applicant's request for admission will be acted upon by the League.
- (j) Permanent Members shall vote on the application, and a yes vote by 75% of eligible voting members shall be required for admittance as a Probationary Member of the SJUFL.
- (k) All voting pertaining to an applicant shall be by a closed ballot. The applicant shall be excluded from the meeting during all discussions and voting on its application.
- (l) Following a yes vote for probationary membership, the Board of Directors shall assign a permanent member to sponsor the new member.
- (m) An application of \$75 is required of a new applicant to join the League at the time the application is submitted. If the applicant is approved as a Probationary Member, the \$75 will be applied to their League Fees.
- (n) All new members will serve one (1) season probation, WITHOUT voting privileges. Following the 1st season of probation, a simple majority vote for Probationary Member status, Permanent Member status, or expulsion will occur at the first League meeting in January.
- (o) All new members must get their mascot and colors approved by the SJUFL Board prior to the first League meeting in May.
- (p) Once an application has been voted on and is not accepted, said application may not be reread until one calendar year after the submission of the original application.

Article II. League Member Rules

Section 2.01 Privilege of Membership

- (a) It is a privilege to play in the SJUFL, not a right. No Permanent Member, Probationary Member, Prospective Member, team, coach, or player has any right to participate in any SJUFL sponsored games, in the same manner as, the SJUFL cannot force any League Member, team, coach, or player to participate.

Section 2.02 Proof of Insurance

- (a) All League Members are required to maintain and submit proof to the SJUFL Board of outside insurance (Athletic Medical and Liability). The Secretary shall maintain proof on Insurance. Said proof of insurance must be submitted no later than the first regular meeting in July and prior to the start of any practice. No practice or match play will be allowed until proof of insurance is submitted.

Section 2.03 Failure to Field a Division

- (a) All League Members will field a team in each division. If a League Member fails to provide a team for a certain division, said League Member will be declared a Probationary League Member and will maintain such status until one (1) full season of league play at all divisions.
- (b) Upon notification that a League Member will not field one (1) or more divisions, the Vision Committee will meet and work with said League Member in order to develop an action plan to restore all divisions.

Section 2.04 Agreement to Pay Levied Fines

- (a) All League Members shall be subject to, and agree to pay, any special assessments and/or fines levied by the SJUFL Rules Compliance Committee. All fines are due and payable within 1 week of notification of fines. If not paid in that time, the League Member will lose its voting privileges, if applicable, until the Treasurer receives payment. If the fine remains unpaid by the second meeting after notification of fines, the delinquent club will need to reapply for Probationary Membership during the following year.
- (b) Delinquent clubs are ineligible for playoffs.

Section 2.05 Practice Date Guidelines

- (a) Teams may begin practices with full protective equipment during the first week in August, granted that they have completed one full week of practices without full protective equipment. Practice with full protective equipment will not be allowed unless a team has completed one full week of pads without protective equipment. Teams may participate in off-season workouts so long that no protective equipment is necessary and said League Member has already supplied Proof of Insurance to the Secretary. Any League Member, its coaches or players that violate this rule will be fined \$500, and any coaches involved will accumulate one Level III offense for each illegal practice that they are involved with. Releases are required for all coaches and players participating in any practice, including off-season practices. Practicing or coaching without a valid release renders the offending individual ineligible for the remainder of the season.

Section 2.06 Practice

- (a) A practice is defined as a gathering of registered or previously registered players, organized by or for a coach or League Member, for the intended purpose of having an organized practice for that team's individual players. This does not include SJUFL board approved events held for the open public.
- (b) A camp is defined as a gathering of players, organized by or for a coach or League Member, for the intended purpose of enriching athletes belonging to any League Member.

Section 2.07 Self-Policing Guidelines

- (a) All League Members are to police and discipline their own personnel, players, coaches, parents, relatives and fans, in regards to but not limited to: recruiting, registration policies, boundaries, scouting, and conduct both on and off the field. Although it is expected that each League Member police themselves, if the SJUFL Board finds the League Member's penalties inappropriate, the Board may assess additional penalties against the party being disciplined.

Section 2.08 Unidentified Rules

- (a) Any member engaging in activities not expressly prohibited by these bylaws, but in the opinion of the SJUFL Board to be significantly contrary to the best interests of the SJUFL may be disciplined as deemed appropriate by the Board by a vote of 3:1 majority.

Section 2.09 Health, Safety and Well-Being

- (a) Each League Member is responsible for the proper sportsmanship of its personnel, coaches and players, as well as the physical well-being of its players at all times. It is expected that each League Member take the appropriate action to insure the health, safety and well-being of it's players at all times and to ensure proper supervision of it's teams while not in play.
- (b) Each League Member will be certified as a member of USA Football. This requires that each League Member designates one person as their USA Football Representative and that all coaches earn Heads Up Football certification by the League Meeting in July. Coaches without Heads Up Football certification will not be granted a SJUFL Coaches Card and may not participate with athletes in football activities.

Section 2.10 Scouting

- (a) Scouting will be permitted only at pre-season games (including jamborees), regular season matches, and playoff matches. Regular season games are those that count in the standings and playoff games. No practices may be scouted under any circumstances. Violation of this rule will result in a Level III offense being charged to the offender and to any Head Coach (shown by the majority vote of the SJUFL Board) to have benefited from said illegal scouting. A \$500 will be assessed for each infraction.

Section 2.11 Score Reporting

- (a) All League Members shall report all their teams' scores to the Athletic Director by the following Monday at 10:00 AM. A first-time violation will result in a warning. There will be a \$100 fine for each violation after the first occurrence.

Section 2.12 Color Schemes, Logos, Mascots

- (a) All League members will inform the Board of the upcoming season's color scheme whether they intend a change from the prior season or not, by the first meeting in April. All League Members must receive SJUFL Board approval on any changes in uniform color schemes, color changes, or mascot changes permitted after the May approval. The Secretary shall maintain a list of approved color schemes.

Article III. Duties of Sponsoring Members

Section 3.01 Sponsoring Member Duties

- (a) It shall be the duty and responsibility of a sponsoring Permanent Member to assist and advise the new Probationary Member in any administrative area and during mass registration for the first year. The Permanent Member is responsible for the accuracy and completeness of these documents, and must ensure that they meet SJUFL standards throughout the entire season. The sponsoring Permanent Member will assist the new Probationary Member with such issues as insurance, team rules, equipment purchases, placement of players in weight divisions, coach selection, practice schedules, proper registration process and set up of the team book and roster.

Section 3.02 Sponsor Meetings

- (a) Meetings will be held between the sponsoring Permanent Member and the new Probationary Member as needed to ensure that the new Member's program is operating within the standards set by the SJUFL. The sponsoring Permanent Member, as well as the new Probationary Member, is responsible for reporting Bylaw infractions caused by the new Probationary Member. The sponsoring Permanent Member will provide progress reports to the Board at each regular League meeting.

Section 3.03 Conflicts

- (a) Whenever a conflict arises (internal or external), the sponsoring Permanent Member will be notified, and give direction to the new Probationary Member in order to ensure that the new Probationary Member is operating within the standards, goals, and spirit of the SJUFL.

Article IV. Indemnification and Hold Harmless Agreement

Section 4.01 Indemnification Agreement

- (a) By virtue of its membership in the SJUFL, any League Member agrees to indemnify and hold harmless the SJUFL's Officers, Board Members, and officials/referees against any claims, disputes, causes of action, judgments or decrees for actions carried out in accordance with these Bylaws.

Section 4.02 Indemnification Agreement Criteria

- (a) Said indemnification and hold harmless agreement shall include, but not be limited to, any reasonable attorney's fees and costs, including appellate attorney fees and costs, witness fees, stenographic expenses, expert witness fees and transportation expense; together with any monetary judgment expense or awards that the court might enter; as well as any cost or expense associated with the running of any game, exhibition, or contest including stadium renewal, referee fees, food or any cost or expense associated therein.

Section 2: League Officers and Administration

Article I. Elected Officers

Section 4.03 Executive Officers

Section 4.04 The Executive Officers of the League will be the President, Vice President, Secretary, Treasurer and Sergeant at Arms. They are also the Corporate Officers of the League.

Section 4.05 Nominations

- (a) Shall be made at the regular League meeting in December.

Section 4.06 Elections

- (a) Shall be held at the regular League meeting in January.
- (b) Shall be held by a closed ballot
- (c) Shall be conducted in the following order:
 - (i) President*
 - (ii) Vice President*
 - (iii) Secretary*
 - (iv) Treasurer*
 - (v) Sergeant at Arms*
- (d) Votes will be collected, opened and counted by the existing Secretary and verified by a League Member Representative agreed upon by the SJUFL Board.

Section 4.07 Eligibility

- (a) An individual must have been an Executive Officer, Appointed Officer, or Permanent League Member Representative of the SJUFL within the past two (2) years prior to being nominated.

Section 4.08 Term of Office

- (a) Each Elected Officer shall be elected for a two (2) year term.
- (b) President and Treasurer Term
 - (i) Shall maintain term for first three years of league activity*
 - (ii) Nominations and elections shall be held every year thereafter that ends with an even number*
- (c) Vice President, Secretary and Sergeant at Arms Term
 - (i) Nominations and elections shall be held every year that ends with an odd number*

Section 4.09 No Confidence

- (a) At any point during an Elected Officer's term, the SJUFL Board may issue a "Vote of No Confidence" to remove the Officer from his/her responsibilities with a vote of 3:1 majority for removal.
- (b) A new Officer will be nominated and elected by the SJUFL Board at consecutive meetings to serve the remainder of the term, except for the President, which would be replaced by the Vice President and a new Vice President would be elected to serve the remainder of that term.

Section 4.10 Exemptions

- (a) Executive Board members may not hold a position as League Representative.

Article V. Appointed Officers

Section 5.01 The following positions are recommended by the President and approved by the SJUFL Board. An acceptance of one of these positions may result in an individual giving up a League Member Representative Position.

(a) Division Presidents

(i) Pee-Wee Division President

(ii) Freshman Division President

(iii) Sophomore Division President

(iv) Junior Division President

(v) Senior Division President

(b) Alternate Division Presidents

(i) Pee-Wee Division President

(ii) Freshman Division President

(iii) Sophomore Division President

(iv) Junior Division President

(v) Senior Division President]

(c) Athletic Director

Article VI. Duties of Officers

Section 6.01 President

- (a) The duties of the President shall be those normally associated with this office, and include his/her acting as the principle executive officer of the League. He/She shall preside at all League meetings. It is the President's duty to administrate the League, and to run the League meetings in accordance with the Bylaws. The President may sign all legal documents with the Secretary. He/She shall perform all duties pursuant to the office of President. The President will recommend individuals for appointments to all committees, as well as any new committees that he/she deems necessary in order to efficiently carry out the goals of the League. The President shall recommend an individual to fill a vacated position, subject to the approval by the SJUFL Board. The President's primary duty is to work to improve the SJUFL. He/She is responsible for the development of a mission statement, and setting the values and goals of the League. He/She must provide the vision for the League, and always be looking for innovative ways to enhance the SJUFL, both on and off the field of play. The President is the chairman of the Vision Committee, Bylaws Committee and the Rules Compliance Committee.

Section 6.02 Vice President

- (a) The duties of the Vice President shall be those normally associated with his/her office and include being the presiding Executive Officer over all appeals hearings, ensuring that the proper process is followed as stated by the Bylaws. He/She shall also have such duties as are assigned to him/her by the President and shall preside in the absence of the President. The Vice President is the chairman of the Appeals committee.

Section 6.03 Treasurer

- (a) The duties of Treasurer shall be those normally associated with his/her office and include his/her having charge of all moneys and receipts of the League, and depositing the same in the name of the League in a depository designated by resolution of the SJUFL Board. He/She shall keep accurate records and collect all charges due from the League Members and shall keep regular account of receipts and disbursements. He/She shall submit such records when requested, and give a financial statement of the same at all Board meetings. He/She shall cause to be prepared all checks and withdrawal slips on behalf of the League for any of its bank accounts, of which shall be honored on both his/her and the President's signatures. If in the case of the inability of the Treasurer to be present there is an immediate need for payment of an obligation by check, the Secretary shall sign in the place of the Treasurer. Two (2) signatures shall be required on all checks. These signatures will only be from the President, Vice President and Secretary. The Treasurer will have available at each League meeting a list of those League Members that owe monies, so as to keep current an eligible voting list. The Treasurer will provide a written report of all deposits and expenditures at every League meeting. The report will be read into the record and voted on for acceptance by the Board. The report will then be given to the Secretary to be included with the minutes and files, and an electronic copy will be forwarded to the SJUFL webmaster and placed in the member's area of the SJUFL website within 48 hours of meeting. The Treasurer is the chairman of the Events Committee.

Section 6.04 Secretary

(a) The Secretary shall be responsible for those duties normally associated with this office to include the keeping of minutes at all League meetings. The Secretary shall perform such duties as may be required of him/her by the President. The Secretary shall keep a record of each League Members attendance at all League meetings, by having each League Member sign an attendance sheet. The Secretary shall keep an updated list of all League Members voting status. Minutes of the previous League meeting will be read to, and approved by, the SJUFL Board at the beginning of each League meeting. An electronic copy of the minutes will be forwarded to the Executive Officers, Appointed Officers and League Representatives within 48 hours of adjournment. The Secretary will secure the use of a fireproof filing cabinet, and will secure all documents, contracts and copies of League files for safekeeping. Below is a summary list of what will be kept in this filing cabinet:

- (i) All past years' Bylaws;*
- (ii) Filed minutes from all previous League meetings;*
- (iii) Filed Treasurer reports from all previous League meetings;*
- (iv) Contracts for use of website address;*
- (v) All past and current Referee contracts;*
- (vi) Articles of incorporation for SJUFL;*
- (vii) SJUFL Official Seal and Logo on a CD;*
- (viii) A complete list of all Executive Officers, Appointed Officers and League Representatives' e-mail addresses, phone numbers and mailing addresses;*
- (ix) Annual Corporate Report;*
- (x) A copy of each League Members' proof of Insurance;*
- (xi) Written spec sheets for:*
 - 1) Trophies;
 - 2) Footballs;
- (xii) Accurate and complete SJUFL team rosters for each League Member.*

Section 6.05 Rules Compliance Committee Chairman

(a) Will be held by the League President. The RCC Chairman shall preside over all incident investigations and hearing, and is responsible to ensure that the proper process is followed as stated in the Bylaws.

Section 6.06 Division Presidents

- (a) The President will recommend to the SJUFL Board for approval, one (1) nominee and one (1) alternate nominee for each of the five age Division Presidents (Pee-Wee, Freshman, Sophomore, Junior, Senior). Shall be top officers of their Division, thereby assuming the duties as top officers in matters concerning their particular division. Their primary responsibility is to investigate complaints using the procedures in the Bylaws, reporting all findings to the RCC Chairman for incident investigations, and to the Vice President for appeals investigations. Division Presidents will be responsible for their Division's mass registration, under the direction of the Registrar.

Section 6.07 Athletic Director

- (a) The Statistician will be recommended by the President and approved by the SJUFL Board at the first League meeting in January. He/She is responsible for submitting to the SJUFL Board all schedules for their approval. He/She shall be charged with the responsibility of properly recording and maintaining all scores of each and every SJUFL game, as well as compiling League standing to the League Members and to the press. He/She shall be charged with all publicity of the League. He/She shall report any League Members that do not report their scores. He/She will post League scores and standings on the website within 24 hours of each contest. The Athletic Director is the caretaker of the web site, and as such, will ensure the latest information is always present on the website.

Section 6.08 Committees

(a) Referees Committee

- (i) The President will recommend a Referees committee, and the SJUFL Board will approve it, at or by the first League meeting in March.*
- (ii) The Secretary will chair the committee.*
- (iii) The committee will negotiate, prior to the end of any existing contract with intent to finish before the start of the season, with any referee organizations as may be necessary in order to provide proper coverage for all League games.*
- (iv) The committee will report to the SJUFL Board any contract proposals for approval.*
- (v) The committee will monitor the Referees and report any issues to the SJUFL Board.*
- (vi) The committee will monitor the Referees and report any issues to the SJUFL Board.*
- (vii) The Referees Representative will forward all notes on actions taken during games by Referees, and any response to questions and issues submitted to the Referees, by the next scheduled League meeting.*
- (viii) Any questions to the Referees will be directed to the Secretary and forwarded to the Referees Representative by the next scheduled League meeting.*

(b) Rules Compliance Committee

- (i) The committee will be chaired by the SJUFL President and will include the SJUFL Executive Officers.*

- (ii) The committee will investigate all written allegations of Bylaw infractions, violations reported, complaints, and any other violations or infractions as the SJUFL Board deems appropriate.*
- (iii) In the event a member of the RCC is asked to investigate an infraction, complaint, or violation concerning his/her own League Member, the President will remove that committee member, and temporarily assign a League Member Representative from a League Member within that conference not involved in the infraction, complaint or violation.*
- (iv) In the event that any dispute arises over the meaning, intent or application of any bylaw provision in the context of an incident or appeals hearing, the committee's interpretation of the rule shall be binding on all parties involved.*
- (v) Each member of the RCC will vote once to decide on each reported infraction, violation or complaint. The President will only vote in the case of a tie.*
- (vi) RCC will present the voted recommendation to the Board for a final vote.*

(c) Appeals Committee

- (i) The committee will be chaired by the Vice President, and include the chairman of the RCC and two (2) Division Presidents recommended by the President before the first League meeting in March.*
- (ii) The committee will advise the Executive Board as to whether the granting of an appeal is justified when an appeal is requested.*
- (iii) When an appeal is granted, the Appeals Committee shall conduct any necessary investigation, shall conduct the appeals hearing, and shall make a final recommendation for action to the SJUFL Board.*
- (iv) An appeal of suspension resulting from ejection by game officials requires a vote of 3:1 majority of the SJUFL Board to reverse the sanction.*

(d) Bylaw Committee

- (i) The President will chair the Bylaws Committee.*
- (ii) The President will recommend a Bylaws committee after the December elections.*
- (iii) The committee will contain all past Presidents, plus the previous year's Committee Secretary, and any other League Member Representative that may wish to attend.*
- (iv) The committee is responsible for reviewing and recommending all suggested changes to the SJUFL Board.*

(e) Events Committee

- (i) The President will recommend an Events committee, and the SJUFL Board will approve it, at or by the first League meeting in March.*
- (ii) The Treasurer will chair the committee.*

(iii) The committee is responsible for organizing all League events and creating and maintaining documentations relating to those events (Clinics, Banquets, Championship Games, etc.)

(f) Vision Committee

(i) The committee will be recommended and chaired by the President, and approved by the Board, at or by the first League meeting in March.

(ii) The committee is responsible for screening new applicants to the League, as well as any new projects or events the SJUFL Board may wish to pursue.

Article VII. SJUFL Board

- (a) One (1) Representative or one (1) Alternate Representative from each League Member if the Primary Representative is not present.

Section 7.02 Meetings

- (a) The Board of Directors will meet every second Wednesday during the offseason.
- (b) The Board of Directors will meet every second and fourth Wednesday during the season.
- (c) The President and Elected Officers will preside over all meetings.
- (d) The President may call other meetings for the sole purpose of resolving a single issue and/or problem. These meetings will be limited to only that item and will be limited to one (1) hour.
- (e) The President will schedule bylaw meetings, and the time limits for those meetings shall be set at his discretion.

Section 7.03 Duties

- (a) The Board shall function as the general executive body of the League.
- (b) The Board will have both original and appellate jurisdiction over any infraction in the Bylaws, as well as, assess any fees, fines or penalties. They may conduct other matters that properly become before the Board.

Article VIII. League Member Representative

Section 8.01 League Representative, League Alternate Representative and Field Representative Requirements

- (a) Each League Member will have one (1) Representative to represent the League Member at all SJUFL Board meetings and at events that require a League Member Representative from the League Member.
- (b) Each League Member may designate one (1) Alternate Representative to represent the League Member at all SJUFL Board meetings and events that require a League Member Representative from the League Member.
- (c) Each League Member must designate two (2) and no more than five (5) Field Representatives to represent the League Member at any SJUFL game or event that requires a League Member Representative from the League Member.
- (d) Each League Member shall have a minimum of two (2) League Representatives and/or Field Representatives at all SJUFL events for the time period mandated by the President for these events. Members of the SJUFL Executive Board may serve as Field Representatives for this requirement. A violation will result in a meeting with a private meeting Executive Board and a discussion at the next scheduled League Meeting.

Section 8.02 League Representative, League Alternate Representative and Field Representative Qualifications

- (a) To be a Field Representative, Alternate League Representative or League Representative an individual must meet the following requirements:
 - (i) *The individual must not be on suspension from any club.*
 - (ii) *The individual may not have outstanding suspension(s) and/or expulsion(s) with another League Member in the SJUFL.*
 - (iii) *The League Member must have recommended the individual by a 75% majority.*

Section 8.03 League Representative, League Alternate Representative and Field Representative Changes

- (a) Should a change of a League Member Representative(s) be made, it must be submitted, in writing, prior to or at the next League meeting in order for the new Representative(s) to be eligible to participate as a League Member Representative.

Section 8.04 League Representative, League Alternate Representative and Field Representative Duties

- (a) Uphold these bylaws.

- (b) Attend all regularly scheduled and emergency meetings and SJUFL events, as directed by the President
- (c) Attend all regularly scheduled games, as directed by the President.
- (d) Support the referee staff by supplying parking and payment in a timely, organized manner.
- (e) Respectfully and professionally handle any incident that occurs during the course of a contest.
- (f) Accurately report any incident that occurs during the course of a contest to the respective committee.
- (g) Report scores by the designated time.
- (h) Ensure that all coaches are League certified.
- (i) Ensure that all team books, official SJUFL Team Rosters, and official SJUFL Player Registration cards are ready and complete at mass registration and throughout the year.

Section 8.05 League Representative Conduct

- (a) The conduct of a League Member Representative includes his/her actions while coaching and will be treated as a violation of said League Representative conduct articles if found so by the SJUFL Board.

Article IX. League Meetings

Section 9.01 General Meeting Guidelines

- (a) SJUFL Board Meetings are closed to the public unless otherwise stated by the Executive Board.
- (b) One (1) League Member Representative must be present in order to vote on any motion.
- (c) The SJUFL Board will meet every second Wednesday of the month.
- (d) Any SJUFL Board Member desiring to have a special presentation or guest at a League meeting will make it known to the Secretary for inclusion in the agenda at least two (2) days prior to any regularly scheduled League meeting.
- (e) Any League Member that does not have one (1) of their Representatives signed in for a League meeting will forfeit any and all votes made during that meeting.
- (f) The Board of Directors will be the only persons allowed to speak on issues during a League meeting. Any other individual may speak on issues only when granted permission by the Executive Board.
- (g) The Secretary will produce and agenda, which will be strictly adhered to during all regular League meetings. Any additions to the agenda, other than topics that meet the criteria for “New Business,” must be submitted by email to the Secretary by 6 PM, two (2) days prior to the meeting to guarantee inclusion. All approved outside speakers must be listed on the agenda.
- (h) No motions shall be entertained other than those arising from discussion of agenda business.
- (i) Any possible League purchases must be submitted by email to the Secretary by the Treasurer by 6 PM, two (2) days prior to the meeting to guarantee inclusion. All bids must be sealed and will not be opened until that agenda topic is reached. The SJUFL Board will select the bid that is most advantageous to the League.
- (j) Any threats or disrespectful behavior during a League meeting will result in the party or parties being immediately removed by the Sergeant at Arms at the request of the Executive Board, from the League meeting for the duration of the meeting. Any member not leaving after requested to do so by the Sergeant at Arms will be escorted out of the meeting by the Sergeant at Arms.

Section 9.02 Motion Procedures

- (a) A League Representative is the only individual who may make a motion.
- (b) Another League Representative must second the motion.
- (c) The discussion phase will be conducted in the following format:

- (i) Each League Representative will be granted an opportunity to speak to the issue in order by utilizing the voting roll call order and then a second time using the same order so that each League Representative may respond to comments offered during the first round of discussion. A League Representative may defer either or both the first and second round of discussion to their alternate if desired. Only League or Alternate Representatives will participate in discussion on behalf of any League Member. Field Representatives must be granted permission by the Executive Board to participate in discussion, unless neither the club's League Representative or Alternate Representative is present.*
 - (ii) League Representatives will be allotted three (3) minutes maximum to speak during each opportunity. League Representatives may defer some or all of their time to another League Representative.*
 - (iii) The Sergeant at Arms will keep the time and will notify the speaker when their time is up. Any member not adhering to the time limit after being advised will be removed from the meeting. Any member speaking out of turn, being disruptive, or being disrespectful will be removed from the meeting.*
 - (iv) Once the discussion phase has concluded, the Secretary will call the roll for the open vote.*
- (d) Voting**
- (i) All Permanent Members with voting privileges will have one vote regardless of the number of Board Members present.*
 - (ii) No Elected Officers may vote, even on behalf of their League Member*
 - (iii) Voting will be conducted by a floor vote. The Secretary will count all votes and report the results to the SJUFL Board.*
 - (iv) All floor votes will be conducted in alphabetic order. Each designated League Member will cast a vote or abstain. No League Member Representative will defer their vote.*
 - (v) In the case of a tie, the Executive Board will hold a majority vote. This vote will break any tie.*

Article X. Bylaws

Section 10.01 Bylaw Government Statement

- (a) The SJUFL Bylaws and the Standing Rules will govern the SJUFL.

Section 10.02 Amendments

- (a) The SJUFL Bylaws may be amended once annually. Any League Member desiring an addition to, deletion from or change to the bylaws is eligible to request the change, provided they adhere to the following procedure:

- (i) *Proposed changes must be submitted via email or on paper to the President and Secretary by the League Meeting in January.*

- (ii) *The proposed change, at a minimum, will include the following:*

- 1) Proposed wording for the change.
 - 2) The specific subsection of the bylaws where the change should be made.
 - 3) An explanation of the intent of the change.
 - 4) A list of any related bylaw sections that might be impacted should the change be adopted.

- (b) Proposed changes submitted improperly, late or without all of the required information will not be considered by the bylaw committee.

- (c) The submitting League Member will be notified at least 48 hours in advance of the date and time that the Bylaw Committee will be discussing the proposed change.

- (i) *The League Member submitting the change is strongly encouraged to attend that Bylaw Committee meeting to discuss the proposed change and to answer any additional questions that the Bylaw Committee may have regarding the proposed change.*

- (ii) *If the League Member attends the meeting and answers all questions directed to them at that meeting, the bylaws committee is obligated to include the proposed change in the Draft Bylaws, regardless of whether they agree with the change.*

- (iii) *If the League Member does not attend the meeting, the Bylaw Committee may make any modifications deemed appropriate to the proposal prior to including them in the Draft Bylaws.*

- (d) A SJUFL Board meeting will be called no later than the League Meeting in March to review and vote on all proposed Bylaw changes.

- (i) *Draft Bylaws containing all proposed changes shall be made available to all SJUFL League Members.*

- (ii) *At this meeting, each proposed change shall individually be taken to the floor for an initial vote.*

- 1) The only possible votes are a “yes” vote to adopt the change, a “no” vote to reject the change, or a “pull” request by any member.
 - 2) If a proposed change is “pulled,” it is tabled until the next SJUFL Board meeting.
 - 3) If accepted, it is adopted as a new Bylaw and may not be revisited for two full years.
 - 4) If rejected, a measure may either be sent back to the Bylaw Committee for revision on a majority vote of members, and only with specific instructions regarding the modifications to be made, or stand as a rejected change.
 - 5) If a proposed change is rejected, it will not be revisited until the following year.
 - 6) Careful rewording and resubmission of a rejected change resulting in a bylaw that is substantially the same as the proposal will be identified and rejected by the Bylaw Committee.
- (iii) Votes will not be delayed due to a League Member not reviewing the proposed Bylaw changes before the meeting.*
- (iv) If proposed Bylaws are not voted on by the League meeting in April, the Bylaws shall be finalized in the state that they are in as of the end of that meeting. Any proposed change that has not been adopted by a majority vote at that time will be dropped from the Bylaws.*
- (e) Amendments to Bylaws cannot be revisited for two (2) full calendar years.**
- (f) No new Bylaw changes may be submitted from the floor. All Bylaw changes will be submitted and reviewed by the Bylaw Committee prior to being proposed to the Board.**
- (g) Standing Rules**
- (i) Standing Rules carry force only for the season in which they are approved.*
- (ii) Standing Rules must be submitted to the Bylaw Committee 48 hours prior to being discussed and voted on in a SJUFL Board meeting.*
- (iii) After presentation of a Standing Rule by the Bylaw Committee, the Standing Rule will be voted on by the SJUFL Board.*
- (iv) During annual Bylaw revision, Standing Rules from the prior year shall be reviewed and a vote shall be made to either adopt the Standing Rule as a Bylaw or reject the Standing Rule.*
- (v) A Standing Rule shall be adopted only when the SJUFL Board needs to provide for a situation that is not already addressed by existing Bylaws, or in the event that the Board determines that a clarification of an existing Bylaw is required.*
- (vi) A Standing Rule may not directly contradict or contravene any existing Bylaw.*
- (vii) New Bylaws may not be adopted with Standing Rules in place.*

Section Three: League Authority and Discipline Procedures

Article I. League Authority

Section 1.01 Field Inspection

- (a) The Executive Board may inspect any/all fields and facilities prior to the first game, and may re-inspect any field any time during the season. If any necessary facility is determined to be unsafe or unusable, this may result in the loss of home games for a League Member until the condition is corrected.

Section 1.02 Code of Conduct

- (a) Any League Member, it's personnel, Representatives, coaches, players, parents, relatives or fans found by the SJUFL Board to violate any Bylaw, or who acts in any manner deemed by the SJUFL Board to be grossly disrespectful to a team or another person, or who engages in a fight or other major un-sportsmanlike conduct, or conducts themselves in manner found disrespectful to a League Member Representative will be disciplined.

Section 1.03 Discipline

- (a) The SJUFL Board, following an Incident Hearing, may discipline any League Member, its personnel, Representatives, coaches, players, parents' relatives, or fans as defined in these Bylaws.

Section 1.04 Zero-Tolerance Policy

- (a) The goal of the SJUFL is to maintain a safe and organized environment for all League Members. Each and every League Member shall focus on providing a safe and secure environment that fosters learning and respect. Any member of a League Member who continually and willfully disrupts this environment and/or disobeys rules is subject to suspension and/or expulsion. These rules apply to , but are not limited, to use or possession of the following:

- (i) Firearms*

- (ii) Weapons*

- (iii) Alcohol*

- (iv) Tobacco*

- (v) Drugs*

- (vi) Violence*

Section 1.05 Suspensions

- (a) Player Suspension

- (i) The Division President will be empowered to meet those players who will be suspended for one (1) or more games for Unsportsmanlike Conduct, and advise them of the violation of the Bylaws as well as the suspension. This meeting will take place at a site determined by the Division President with the head coach present and, if possible, the player's parent(s) or guardian(s).*

(b) Coach Suspension

- (i) The SJUFL Executive Board and the Division Presidents will meet with the coach in question and as long as the suspension is not more than one game, this group can make the decision. The Secretary will email all League Representatives the results and any League Representative may appeal the decision of this group in accordance with the by-laws.*

Article II. Complaint Procedures

Section 2.01 Complaint Defined

- (a) An alleged Bylaw infraction, actual or possible.
- (b) A complaint against a League Member's actions or personnel to include its Representatives, coaches, players, parents, relatives or fans.
- (c) An alleged confrontation on the playing area, or an adjacent area, between League Member's personnel, Representatives, coaches, players, parents, relatives or fans.
- (d) Any incident reported to, or witnessed by, a League Member Representative, must be submitted via email by a League Member Representative to the RCC Chairman, with a copy going to the involved parties League Member Representative, by 9:00 PM of the second day following the incident. In order to ensure that incident response can be handled in a controlled fashion, incident reports must be made by a League Member Representative using the prescribed procedures. No person other than a League Representative may report an incident directly to the RCC.
- (e) Provided that the RCC Chairman has been informed of a Complaint Submission within the time limits, and has informed the accused League Member, the complaint filing shall be considered to be timely.
- (f) No complaint will be heard if filed outside of the time limit.
- (g) Any League Member's Representative who knowingly fails to report a known confrontation or Bylaw infraction shall lost their home game privileges for not less than one (1) home game.
- (h) The accused parties League Member Representative will have 24 hours to respond by email to the RCC Chairman regarding the complaint. Failure to respond will result in the complaint being determined valid.
- (i) Once the accused party issues a written response through their League Member Representative to the RCC Chairman, the Rules Compliance Committee with attempt, either by writing or on the phone, to resolve the issue between the parties within 24 hours. If the involved parties cannot agree on a solution, or the RCC determines the alleged incident may violate a Bylaw or be severe in nature, the RCC Chairman will contact the Secretary and both parties to inform them that an Investigation of the Complain will be conducted and that a recommendation for further action will be presented to the SJUFL Board at the next scheduled meeting.

Article III. Investigation of Complaint

Section 3.01 Investigation of Complain Procedures

- (a) The RCC will conduct an investigation of the complaint by reviewing all information from eyewitnesses, documentation and videotape, if applicable.
- (b) The RCC will make their best faith effort to complete their investigation prior to the next scheduled SJUFL Board meeting. If the Committee cannot complete their investigation by the next scheduled meeting, the Committee shall present the reasons for the delay to the Board. The Board will then vote either to grant the Committee specific additional time to complete their investigation, or to immediately move the Complaint to an Incident Hearing.
- (c) At the conclusion of the investigation, the RCC Chairman will present the results of the investigation to the SJUFL Board with a recommendation to prefer charges, or with a recommendation to dismiss the complaint as without merit.
- (d) The Committee's recommendation shall include an explanation of the basis for the Committee's decision.
- (e) The SJUFL Board will determine whether to have a special meeting to handle the Incident Hearing or do so at its next regular meeting.
- (f) If a claim is made against a League Member and said League Member is proven innocent of that claim, the League Member who filed the Claim will be assessed a fine equal to that of the respective Penalty Level. The maximum fines for each Penalty Level are:
 - (i) *Level I - \$100*
 - (ii) *Level II - \$250*
 - (iii) *Level III - \$500*
 - (iv) *Level IV- \$1,000*

Article IV. Incident Hearing

Section 4.01 Incident Hearing Procedures

- (a) The RCC and the SJUFL Board will be required to attend all Incident Hearings.
- (b) The involved parties may request additional personnel to be present at the hearing. The RCC will determine what personnel, if any, will be allowed to attend the hearing.
- (c) The RCC will recommend a time limit for every incident hearing taking into account the severity of the alleged violation. The SJUFL Board will then approve a time limit before the complaint is heard. There will be a minimum speaking time limit of 15 minutes for each League Member involved in the complaint.
- (d) All hearing will be informal and the rules of evidence will not apply.
- (e) The SJUFL Board will hear all involved parties representation of the facts regarding the complaint within the time limits set. The RCC Chairman will monitor the time for each party. The SJUFL Board will decide which, if any, personnel to interview. Only the item(s) in dispute will be discussed.
- (f) The SJUFL Board may decide to defer a decision on the complaint until the next League Meeting, as to allow further investigation by the RCC.
- (g) Upon the conclusion of the hearing, the RCC Chairman will call for a yes or no vote of guilt on each alleged Bylaw infraction individually. A majority vote of eligible members present is required to find a party guilty of a Bylaw infraction.
- (h) Complaints determined to be valid by the SJUFL Board will results in disciplinary action as defined under "Article V: Penalties." The SJUFL Board shall record all of its findings and determinations in the meeting minutes.

Article V. Penalties

Section 5.01 Imposable Penalties

- (a) For a violation of any Bylaw herein set forth, or in addition to any penalty herein set forth for any conduct deemed undesirable, or for any complaint to be found valid, the SJUFL Board may impose any or all of the following penalties to the accused party, parties, or League Member:

(i) Suspension

- 1) Suspension is defined as a period of time, determined by the SJUFL Board, during which the party may not participate in SJUFL activities and functions
 - a) *A coach who is suspended may not have any contact with her or her team, on or off the field, during the period of suspension. This includes participating in or attending practices, meetings or any other team function. He also may not attend any of his or her team's games, on the sidelines, in the stands, or in view of the playing field during the period of suspension. Violation of the conditions of suspension will result in an additional two weeks of suspension. A second violation will result in expulsion.*
 - b) *A player who is suspended shall be permitted to practice with his or her team during the period of suspension, but shall not be permitted to dress for or play in any games occurring during the period of suspension.*

(ii) Expulsion

- 1) Expulsion is defined as permanent loss of League Membership, participation and involvement. The expelled party may apply for re-instatement after a period of time determined by the SJUFL Board, but in no case less than one year from the original date of expulsion. The Board must have a 75% majority of voting members to impose an expulsion. Refusal to adhere to this rule will result in the automatic loss of the right to apply for reinstatement.

(iii) Cause the loss of honors or awards.

(iv) Cause the loss of home game privileges for a League Member.

(v) Cause the loss of post-season play for a League Member.

(vi) Cause the loss of voting privileges for a League Member.

(vii) Impose a fine on a League Member.

(viii) Impose a temporary probation on a League Member.

- 1) In certain situations, the SJUFL Board may decide to place a League Member on Probation rather than any other penalty defined in these Bylaws.
- 2) Probation is defined as a period of time, determined by the SJUFL Board, during which the party may participate in SJUFL activities and functions, but the behavior of said party will be monitored.

- 3) A violation of probation will result in the SJUFL Board imposing the original penalty, plus any new penalty, on the League Member.

Section 5.02 Determination of Severity of Offense

- (a) When the lodging of a complaint results in the determination that punitive action is required, the offense will be categorized as a Level I, II, III or IV offense, with commensurate results.

Level	Penalty
Level I Offense	<p>Level I offenses are generally categorized as being of an ‘administrative’ nature, or include offenses not directly perpetrated by the member and not reasonably under his/her immediate control.</p> <p>Level I offenses shall be penalized as indicated in the appropriate bylaw. If a member accumulates 3 Level I offenses over the course of two consecutive seasons, the AYFL board will convene to determine whether a one game suspension is appropriate.</p>
Level II Offense	<p>Level II offenses are generally categorized as attempts to gain an unfair advantage over a competitor through cheating.</p> <p>Level II offenses shall be penalized by probation of the member for the duration of the season. Any additional violation of any level during the probationary period will result in suspension. If a member accumulates 2 Level II offenses over the course of two consecutive seasons, the member shall be immediately suspended for one game.</p>
Level III Offense	<p>Level III offenses are generally categorized as offenses involving the use of illegal/banned substances, or which create situations that could lead to violence (i.e. taunting, inciting to fight) or otherwise jeopardize the health or safety of players, coaches, officials or fans. Level III offenses also include the disqualification of a player due to unsportsmanlike conduct or safety violations (i.e. leading with the head, illegal contact to the head).</p> <p>Any offense which results in suspension shall automatically be considered to be a Level III violation for accumulation purposes.</p> <p>Level III offenses shall be penalized by suspension for the next official game played by the member’s team. If a member accumulates 2 Level III offenses over the course of two consecutive seasons, the member shall be immediately expelled from the league.</p>
Level IV Offense	<p>Level IV offenses are generally categorized as those offenses which could potentially result in criminal prosecution of the offender, or which clearly indicate that the offender should not be entrusted with the well-being of youth athletes.</p> <p>Level IV offenses shall be penalized by expulsion from the league.</p>

Section 5.03 Maximum Penalty Levels

(a) The following table summarizes the maximum penalty levels associated with the current Bylaw provisions. The SJUFL Board may consider aggravating or mitigating circumstances in penalty assessments, and based on that consideration, award a penalty less than that indicated in the table.

(b) Any violation not indicated below will be dealt with by the RCC on a case-by-case basis.

Section of Bylaws/Violation	Level
I. II—Illegal Practice	II
III.I—Willful misrepresentation before the SJUFL Board	III
III.I—Acting in any manner deemed by SJUFL Board to be grossly disrespectful to a team or another person.	III
III.I— Any Physical Altercation (except players)	IV
III.I. – Any Physical Altercation (players only)	III
III.I. – Major Unsportsmanlike Conduct (Any violation resulting in ejection)	III
III.I. – Disrespect to League Representative	III
III.I. – Attempting to interfere with or influence on-field officials in capacity of League or Field Rep	III
IV.III. – Responsibility of Head Coach for actions of players, parents and fans	I
V.II. – Ineligible player dressed inside the ropes (coach)	II
V.II. – Ineligible player dressed inside the ropes (player)	I
V.II. – Playing ineligible player for any reason other than SJUFL clerical	III
V.II. – Use of narcotics, steroids, alcohol, etc by player	IV
VI.I. – Touching of any referee, league/field rep, coach, player or parent in an offensive manner	IV
VI.I. – Use of tobacco products within less than 500 feet of field (offender only)	I

VI.I. – Permitting use of narcotics, steroids or CDS (coaches and parents)	IV
VI.I. – Use of alcoholic beverages within 500 feet of field (offender only)	IV
VI.II. – Failure to supply chain crew	I
VI.II. – Chain crew communication with players on field or home bench	II
VI.II. – Failure to make good faith effort to allow spotter in booth	II
VI.II. – Disruption of game via bullhorns, sirens, etc.	II
VI.II. – Inappropriately loud announcements	II
VI.IV. – Improperly prepared book at registration	I
VI.IV. – Failure to deliver roster to opposing team	I
VI.V. – Failure to enter field properly, failure to avoid opposing team's bench	III
VI.V. – Unauthorized personnel within the ropes	II
VI.V. – Violation of score differential rules	III
VI.VI. – Cleats violation (player and coach)	II

Article VI. Appeals Hearing

Section 6.01 Appeal Requirements

- (a) Any League Member, its personnel, Representatives, coaches, players, parents, relatives or fans, aggrieved by the application by these Bylaws by the SJUFL Board, may request an appeals hearing before the Board by email through a League Member Representative to their Division President with a copy going to the SJUFL Vice President.

Section 6.02 Appeals Process

- (a) The Appeals Committee will evaluate the reason(s) for the appeal. The appeal request must show valid factual reasons as to why the initial Incident Hearing was insufficient to achieve a valid result. Alleged procedural errors in the incident investigation or hearing are valid basis for appeal. The committee will inform the SJUFL Executive Board of their findings concerning the appeal within 48 hours of receipt of the appeal request from the Division President. The Appeals Committee shall have the sole authority to grant or deny an appeal request.
- (b) If the SJUFL Executive Board and the Appeals Committee feels that there are adequate grounds for an appeal, and there is enough evidence to support an appeals hearing, they may issue a temporary stay on any penalties issued by the SJUFL Board, at their discretion, and grant the appeal hearing for the next League Meeting.
- (c) Appeals Hearings shall be conducted under the same procedural rules as those for Incident Hearings, except that the Vice President shall chair the Appeals Hearing.
- (d) The SJUFL Board will hear new information only regarding the original complaint and/or an explanation of any alleged procedural errors in the initial incident investigation or hearing within the time limits set. The Vice President will monitor the time for each party. The SJUFL Board will decide which, if any, personnel to interview. Only the new items will be discussed.
- (e) The SJUFL Board may decide to defer a decision on the hearing until the next League meeting, so as to allow further investigation by the Appeals Committee.
- (f) Singularly, jointly or in the alternative, the SJUFL Board may consider all aggravating and mitigating factors in making its decision.
- (g) All SJUFL Board decisions on an appeal shall be final and binding.

Article VII. Remedies

Section 7.01 No League Member, it's personnel, Representatives, coaches, players, parents, relatives or fans, may bring any action against the SJUFL, unless they have exhausted all remedies as set forth herein provided however, that nothing herein shall be construed to apply to any personal injury or worker's compensation action.

Section Four: League Structuring and Scheduling

Article I. Referees

Section 1.01 Referee Procedures

- (a) Referees shall be provided for all League games in accordance with the current referees contract.
- (b) For all games other than playoff games, the clock may be kept on the field.
- (c) For playoff games, an official clock operator will be provided.

(d) Referee Number Requirements

- (i) Freshman—Two Referees*
- (ii) Sophomores-Three Referees*
- (iii) Juniors—Three Referees*
- (iv) Seniors—Four Referees*
- (v) Playoffs*

- 1) Each division will gain one referee during playoff games.

(e) Official Timekeepers

- (i) League Members may send volunteers to a class in order to become a certified Timekeeper. This class will be held by the Referee Association.*
- (ii) Those with a certified Timekeeper card may keep the official time for any SJUFL match, including regular season and playoff games.*
- (f) The home team will pay the Referees no later than halftime of the last game played.
- (g) The referees will be paid as per the Referees contract.
- (h) No club member may offer additional funds outside of those funds negotiated in the referee's contract to an official under contract to the SJUFL. The penalty for a violation will be consideration of expulsion from the SJUFL.

Section 1.02 Cheerleading Squads

- (a) All cheerleading squads shall be in compliance with the applicable SJUFL Bylaws.

Section 1.03 Coaches

- (a) By acquiring a SJUFL Coaches Card, you agree to abide by the following Code of Conduct:
 - (i) Consider it an honor and a privilege to coach the young people of our community.*
 - (ii) Keep in mind at all times that I am a youth sports coach and that the recreational experience is for the children not for the adults.*

- (iii) *Use positive coaching methods to make the experience enjoyable for my players, increase their self-esteem and foster in them a true sense of enjoyment of the sport in which they are engaged.*
 - (iv) *Treat officials with respect and dignity, and instruct my players and their parents to do the same.*
 - (v) *Treat opposing coaches and opposing players with respect and dignity and encourage my players and my players' parents to do the same.*
 - (vi) *Model grace, dignity and composure regardless of the outcome of the game.*
 - (vii) *Observe all player participation rules and strive to make each player feel as if he/she is a valuable member of the team regardless of any physical or developmental limitations he/she may have.*
 - (viii) *Teach the principles of fair play and sportsmanship to my players and model these principles for them at all times.*
 - (ix) *Strive to learn the rules of the game and teach those rules to my players and their parents as best I can.*
 - (x) *Encourage safe play at all times and report any unsafe playing conditions to the Supervisor of Youth Sports as soon as I am able.*
 - (xi) *Refrain from all manner of personal abuse and harassment of others, whether verbal, physical, emotional or sexual.*
 - (xii) *Refrain from using any illegal substances or tobacco products, or imbibing alcohol in the presence of my players or on school or park property.*
 - (xiii) *Report any conduct by coaches, players, parents, relatives, and/or fans that violates this code or adversely affects the positive, kid-friendly environment.*
- (b) In addition to his/her actions, a head coach is responsible for all his/her coaches, players, parents, relatives, and fans at any SJUFL sponsored game or event. At any SJUFL sponsored game or event, the head coach is directly responsible for the actions of all players and assistants on the field or on the sidelines, and may be held responsible for the actions of parents. The head coach remains directly responsible for the actions of his assistant coaches at any SJUFL sponsored game or event held off the playing field, and may be held responsible for the actions of players and parents.
- (c) Mandatory coaches clinic
- (i) *In order to earn a SJUFL Coach's Card, each coach will need to attend an annual coach's clinic, which will be organized by representatives of the SJUFL Board.*
- (d) All coaches must visibly display their Coach's Cards while in attendance at any League Game or while actively representing the League at any League Event.

Article II. Conferences and Divisions

Section 2.01 Conferences and Division Requirements

- (a) The SJUFL Board will divide the League into as many conferences and/or divisions as deemed necessary.**
- (b) Each conference and/or division will consist of an equal numbers of teams, if possible.**
- (c) The SJUFL Board shall determine said conferences and/or divisions.**

Article III. Regular Season Scheduling

Section 3.01 Scheduling Procedures

- (a) All scheduling will be done by the Athletic Director and presented to the SJUFL Board at the first League meeting in June for their approval.
- (b) Scheduling shall be done by a random lottery system.
- (c) All League Members must be scheduled to play every other League Member in their conference and/or division, where feasible.
- (d) Scheduling will be done, if possible, in such a manner that all League Members will have as many home games as away games.
- (e) All League games will normally be scheduled on Saturday, with the SJUFL Board determining starting times prior to the season.
- (f) If a Saturday game is not possible, the only alternate option is to play on Sunday.
- (g) Each club will send a document detailing known possible scheduling conflicts to the Athletic Director by the first League Meeting in May.
- (h) A special scheduling meeting will be held in June in order to establish permanent schedules. Individual clubs must provide any schedule conflicts to the Athletic Director at that time.
- (i) The schedule may be modified after the special scheduling meeting in June under the following conditions:
 - (i) *A League Representative of the League Member requesting the modification notifies any involved parties and the Athletic Director 2 weeks prior to the scheduled contest in question.*
 - (ii) *Each organization involved is agreeable to the modification.*
 - (iii) *The Athletic Director approves the change, under advisement of the SJUFL Board.*

Article IV. Playoffs

Section 4.01 Playoff Scheduling Procedures

- (a) The Athletic Director shall present the playoff schedule to the SJUFL Board by the League Meeting directly following the end of the season.
 - (i) *If a League Meeting is not scheduled for the week after the last week of the regular season, the President shall call a special playoff meeting.*

Section 4.02 Playoff Sites

- (a) Playoffs shall be played at the home team's regular game field.

Section 4.03 Playoff Rankings

- (a) The SJUFL Board will determine the number of teams that will make playoffs by the League Meeting in July.
- (b) Seeding will be determined by divisional records
- (c) If, at the end of the regular season, two or more clubs in the same division finish with identical records, the following steps will be taken, in order, until a team is determined:
 - (i) *Head-to-head*
 - 1) Best won-lost-tied percentage in games between the clubs.
 - 2) Best won-lost-tied percentage in common games.
 - 3) Highest combined ranking among teams defeated.
 - 4) Coin toss

Section 4.04 Host Responsibilities

- (a) The host League Member shall pay the Referees and supply all game balls. The reporting of all playoff games will be the responsibility of the Hosting Club League Representative and must be reported by 6:00 PM of the following day.
- (b) In keeping with the special nature of playoffs, any club hosting a playoff contest will be required to provide full operating concessions.

Section 4.05 Championship Game

- (a) Championship games will be held at a neutral high school field.
- (b) The Championship game host will be determined initially by a rotation. The rotation will be initially generated by a lottery. The host will be responsible for all duties normally associated with hosting a SJUFL game.

- (c) The SJUFL will pay for footballs to be used in all Championship games.
- (d) The SJUFL will pay for referees for all Championship games.

Section 4.06 All-Star Game

- (a) The SJUFL All-Star Game will be held at a neutral high school field.
- (b) The Championship game host will be determined initially by a rotation. The rotation will be initially generated by a lottery. The host will be responsible for all duties normally associated with hosting a SJUFL game.
- (c) All-Start Eligibility
 - (i) By the League meeting in October, the SJUFL will determine the number of athletes each League Member may send to the SJUFL All-Star Game.*
 - (ii) Each League Member may determine how they will choose their respective All-Star athletes.*
 - (iii) If a League Member fails to send the appropriate number of athletes, the SJUFL Board will offer more All-Star positions to other League Members, beginning with the Championship winning team and finishing with the lowest seeded team.*
- (d) The SJUFL will pay for footballs to be used in all SJUFL All-Star games.
- (e) The SJUFL will pay for referees for all SJUFL All-Star games.
- (f) Every All-Star athlete must be afforded the opportunity to play at least one quarter.
- (g) Coach's Selection
 - (i) SJUFL All-Star teams will be head coached by their respective Championship head coaches. If a Championship coach declines invitation to the All-Star game, the SJUFL Board will offer the position to the head coaches of other SJUFL League Members, beginning with the head coach of the second place team and ending with the head coach of the lowest seeded team.*

Article V. Trophies

Section 5.01 SJUFL Trophy Presentation

- (a) At the discretion of the SJUFL Board, divisional and/or conference championship trophies may be awarded to the top ranked team in each age group at the end of the regular season.
- (b) At the end of all SJUFL Championship Games (Freshman through Senior Divisions), SJUFL Board members will present:
 - (i) *Medals to all participants*
 - (ii) *A traveling trophy to the winning team*

Article VI. Players and Responsibility

Section 6.01 Article I: Player Registration and Eligibility

(a) Eligible Players

(i) Players will be placed in divisions as per the following age guidelines:

(ii) 4-6 Years Old—Pee Wee Division

- 1) If 6 years old, player must be playing football for the first time

(iii) 6-7 Years Old—Freshman Division

(iv) 8-9 Years Old—Sophomore Division

(v) 10-11 Years Old—Junior Division

(vi) 12-14 Years Old—Senior Division

- 1) 14 Year Olds may not be Freshmen in high school

(b) Birthdate Deadlines

(i) A player must meet the age requirements of a Division to be eligible to play in that Division. League Age is defined as the player's age ON August 31st of the current year. Example: If a player turns 14 on August 31st of the current year he is considered to be League Age 14. If he turns 14 after August 31st of the current year he is considered to be League Age 13.

(ii) A player who turns 15 years of age on or before August 31st of the current year is not eligible to play in the SJUFL.

(c) A player will be considered officially registered by the SJUFL by having a completed SJUFL Player Registration Card. The requirements for obtaining a SJUFL Player Registration Card are as follows:

(i) Acceptable Birth Data

- 1) Birth Certificate, Board of health certificates with seal.
- 2) Official Government papers, passport etc.
- 3) Adoption papers
- 4) Notarized letter from a school principal

(ii) Parental consent and affidavit for medical treatment.

(iii) Proof of enrollment and attendance in a school included in the sending district claimed by their team's organization.

- 1) A contract signature from the head coach may act as proof of enrollment in a school district. If any player is found to not attend the respective school district, the coach and League Member are subject to penalty up to, but not including, expulsion from the League.

Section 6.02 Maximum Number of Athletes

- (a) In order to maintain a competitive and fair League, the SJUFL will allow each organization a maximum of 160 registered athletes.
- (b) If an organization registers more than 160 athletes, that organization must develop a plan to split their organization in two, effectively becoming two organizations.
- (c) If an organization is forced to split, and any one of their teams has 25 or less players, that individual team will not be forced to split into two teams.
- (d) After a split, each organization will be treated as an individual League Member with the rights and responsibilities of the membership status that it held the year before.

Section 6.03 Ineligible Players

- (a) Ineligible players include:
 - (i) *Any player who is admitted to a halfway house, detention center, correctional facility, convicted of a felony, required to wear an ankle bracelet or other monitoring device, or on house arrest.*
 - (ii) *Any player that is over the age limit of the age division in which they are playing.*
 - (iii) *Any unregistered player, including a player without a authorized SJUFL Registration Card.*
 - (iv) *Any player on official discipline by the League, or otherwise declared ineligible by the League.*
 - (v) *Any player participating in another football program.*
 - 1) A player may not concurrently practice with the SJUFL and any other football league, high school, middle school or charter school football team.
 - (vi) *Any player whose parent or guardian has not consented to all terms and conditions of the Player Registration Card.*
 - (vii) *Any player determined by the SJUFL Executive Board not to be currently legally enrolled and attending school in the school district in which the organization has claimed as their home sending district.*
- (b) Any team that is determined by the SJUFL Board to have played ineligible player(s) in a game or games will be subject to Probationary Status in the SJUFL.
- (c) If a player is found to be ineligible on a team, in addition to the penalties described above, the Rules Compliance Committee will investigate the infraction, and the SJUFL Board will decide if any action is to be taken against the League Member or any of its personnel.

Section Five: Amendments