

2016



**VMFL
HANDBOOK**



Vancouver Mainland Football League

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Mission Statement:

To foster and promote Minor Football in conjunction with our member Associations with the emphasis on participation and competition.

Goals:

1. Having as many Associations, teams and participants in all divisions as we have resources available.
2. To be competitive while at the same time having the participants enjoy football and learn team spirit through a league structure.
3. To operate the annual football program with a balanced budget including a \$5,000 scholarship contingency fund.
4. To promote Community Football through our affiliation with B C Community Football and Football BC.
5. To coordinate and organize annually the VMFL League Schedule, the VMFL Championship Schedule and the VMFL Cheerleading Competition.

Objectives:

- FUN
- LEARN SKILLS
- TEAM - SOCIAL - CO-OPERATIVE
- SAFETY
- EQUAL COMPETITION
- ASPIRATIONS OF YOUTH

Guiding Principles of the VMFL and its member Associations:

- To provide and promote Minor Football, through our Member Associations, to youths ages 6 -18.
- To provide youth the opportunity to play football to their capabilities.
- To provide youth the opportunity to play contact football at the competitive level
- To ensure that our program is enjoyable and safe for all participants.
- To ensure an educational process for the learning and development of team concepts, community spirit and good sportsmanship are entrenched in our program.
- To provide youth the opportunity to appreciate the game of football, enjoy recreational sport and learn the fundamentals of the game.
- To give the opportunity for players, coaches and officials to develop their skill sets through proper certification programs.
- To ensure safety equipment is utilized properly and adequate playing fields for practice and games are made available.

OUR 2015 HANDBOOK

The Vancouver Mainland Football League (VMFL) is comprised of member Associations, from the Lower Mainland and Vancouver Island, playing Canadian rules football. The VMFL's mandate is to provide an environment for children aged 5 to 18 to learn the skills of Football in a competitive environment. The VMFL has 6 divisions, Flag, Atom, Pee wee, Junior Bantam, Bantam, and Midget. The VMFL also provides a structured Cheerleading program and organizes The VMFL Cheerleading Competition every year.

The VMFL schedules games for the regular season and organizes the VMFL Championships at a location or locations as determined pursuant to this Handbook. Through the VMFL each team in the Atom to Midget divisions may have the opportunity to play in the Provincial Championships.

The following pages, the VMFL Handbook, contain rules that the VMFL play by to allow children to participate in the sport of football to the best of their ability.

VANCOUVER MAINLAND FOOTBALL LEAGUE HANDBOOK

PART 1 DEFINITIONS & INTERPRETATION

- 1.1 **Definitions:** In this Handbook, the following words and phrases when used in this handbook have ascribed to them the following meanings:
- a) **“Associations”** means the societies, clubs, associations or other legal organizations that are from time to time members of the VMFL pursuant to the Constitution and bylaws of the VMFL; and **“Association”** means one of the Associations, as the context may require;
 - b) **“Association Presidents”** means the persons who are, from time to time, the presidents of the Associations and **“Association President”** means one of such persons as the context may require;
 - c) **“BCCFA”** means the British Columbia Community Football Association, including any successor or replacement organization.
 - d) **“CARBTF”** means the current edition of the *Canadian Amateur Rule Book For Tackle Football* as approved for use by *Football Canada*, and as amended or replaced from time to time
 - e) **“Days”** means calendar days irrespective of weekends or holidays.
 - f) **“Executive Director”** means
 - (i) the person who is the president of the VMFL or
 - (ii) if the person who is the president of the VMFL is absent or due to other circumstances is unable to act in the capacity of president of the VMFL in respect of any matter (including circumstances which by this Handbook, the president of the VMFL opts not to act or is deemed to be in a conflict of interest), then the person who is the authorized designate of the president of the VMFL as determined by the VMFL Executive, from time to time; or
 - (iii) for the purposes of a specific matter or task, the person who is
 - (A) a vice-president of the VMFL or
 - (B) Another member of the VMFL Executive,
 - (C) and who is expressly designated in writing by the president of the VMFL to act on behalf of president of the VMFL in connection with that specific matter or task, including but not limited to the receipt or review of a complaint pursuant to the VMFL’s Discipline and Complaints Policy.
 - g) **“Handbook” or “VMFL Handbook”** means this edition of the VMFL Handbook, as it may be amended or supplemented from time to time, inclusive of all appendices and schedules, and the expressions “hereof”, “herein”, “hereto”, “hereunder”, “hereby” and similar expressions refer to this Handbook and not to any particular section, subsection, paragraph or other portion of this Handbook.

- h) **“in writing”** includes a written or typed communication given by electronic mail, facsimile transmission or other electronically produced means (including a photo scanned copy of an original document) and a consent, communication or notice as executed, given and/or received by the requisite person(s) in such manner shall be legally binding and effective as if an original, manually executed in writing was presented in lieu of such written or typed communication executed, given and/or received by electronic mail, facsimile transmission or other electronically produced means (including a photo scanned copy)
- i) **“LMFRA”** means the *Lower Mainland Football Referees Association*;
- j) **“Majority Resolution”** means a resolution of the Association Presidents:
 - (i) passed at a general meeting by a simple majority of the votes cast by or on behalf of those Association Presidents having the right to vote at the general meeting, or
 - (ii) passed, after being submitted to all of the Association presidents in writing, by being consented to in writing by or on behalf of at least a majority of the Association Presidents having the right to vote at a general meeting (if a general meeting were called at the time to address the resolution);
- k) **“Officials”** means game officials, field officials, sideline officials as approved by the VMFL from time to time, including members of the LMFRA or the VIFOA;
- l) **“on behalf of”** means in respect of an Association President a vote, communication or submission made by an alternate decision maker acting for that Association president (in his or her absence) as expressly designated in writing delivered to the VMFL by the applicable Association President before the applicable vote is cast or communication or submission is made.
- m) **“Person in Authority”** means for the purposes of an infraction of the rules, policies, procedures or other provisions of this Handbook, a member of the VMFL Executive or in the event that an incident requiring immediate action occurs solely at a field or other the facility operated by or on behalf of an Association and involves only persons who are members of that Association then “Person in Authority” may include the president of that Association or a designated officer or member of the board of directors or executive of that Association unless otherwise determined by the VMFL Executive on a case by case basis.
- n) **“Respondent”** means a person, Association or other legal entity that is the subject of a complaint, incident report or who is subject to an investigation or potential discipline or sanctions by reason of an alleged violation of the rules, policies, procedures or other provisions of this Handbook for which discipline or sanctions may be imposed
- o) **“VIFOA”** means the *Vancouver Island Football Officials Association*;
- p) **“VMFL”** means the *Vancouver Mainland Football League*;
- q) **“VMFL Activities”** means activities and events conducted by or through the VMFL as contemplated by this handbook, including but not limited to, competitions, games, practices, training camps, travel associated with VMFL activities, and any meetings or communications by or on behalf of the VMFL;

- r) **“VMFL Commissioner”** means the person or persons appointed by the VMFL Executive to serve and perform the duties of commissioner for the VMFL or specified divisions of the VMFL such as but not limited to a 12-Man Division Commissioner and/or a 9-Man Division Commissioner including the distribution of information, notices, reports, rule changes , administration and enforcement of the applicable rules and policies as provided in this handbook, and application of applicable discipline and sanctions in accordance with this handbook and such other duties as may be assigned or designated by the VMFL Executive from time to time.
- s) **“VMFL Executive”** means collectively those persons who are from time to time the directors of the VMFL or their duly appointed and authorized alternates, and includes without limitation the Executive Director, VMFL Secretary, VMFL Head Coach, VMFL Commissioners, VMFL Treasurer, Vice-presidents and others.
- t) **“VMFL Head Coach”** means the person or persons appointed by the VMFL Executive to serve and perform the duties of head coach for the VMFL or specified divisions of the VMFL, including communications with coaches on behalf of the VMFL, distribution of information, rule changes , administration and enforcement of the Coaches Code of Conduct, policies and application of applicable discipline and sanctions in accordance with this handbook and such other duties as may be assigned or designated by the VMFL Executive from time to time.
- u) **“ VMFL Participant”**- All categories of persons who participate in VMFL activities, as well as all individuals employed by or engaged in activities with the VMFL, including but not limited to, Associations, their officers or directors, athletes, coaches, officials, volunteers, directors, officers, team managers, trainers, medical personnel, administrators, spectators, parents of athletes, and employees of the VMFL.
- v) **“VMFL Fall Tackle Season”** means in any calendar year the time period beginning on 12:01 a.m. of the date on which the first regular season Fall Tackle VMFL game is scheduled by the VMFL Executive to be played and ending at 12:01 a.m. on the date immediately after the date on which the last regular season game in the VMFL is played, is deemed to have been played or is forfeited (including such later date as may be determined by the VMFL Executive by reason of the postponement, continuation or suspension of games or otherwise as provided or contemplated by this Handbook)
- w) **“VMFL Spring Flag Season”** means in any calendar year the time period beginning on 12:01 a.m. of the date on which the first regular season Spring Flag VMFL game is scheduled by the VMFL Executive to be played and ending at 12:01 a.m. on the date immediately after the date on which the last regular season game in the VMFL is played, is deemed to have been played or is forfeited (including such later date as may be determined by the VMFL Executive by reason of the postponement, continuation or suspension of games or otherwise as provided or contemplated by this Handbook)
- x) **“VMFL Rules”** means the rules set out in this Handbook as such may be amended or supplemented from time to time pursuant to this Handbook, inclusive of all appendices and schedules.

1.2 Interpretation.

- a) **Headings and Table of Contents.** The division of this Handbook into Parts, Articles, Sections, subsections, paragraphs, subparagraphs, appendices or schedules, the insertion

of headings and the provision of any table of contents are for convenience of reference only and shall not affect the construction or interpretation of this Handbook.

- b) **Number and Gender.** Unless the context requires otherwise, words importing the singular include the plural and vice versa and words importing gender include all genders.
- c) **Section References, etc.** Unless the context requires otherwise, references in this Handbook to one or more Parts, Articles, Sections, subsections, paragraphs, subparagraphs, appendices or schedules are to Parts, Articles, Sections, paragraphs, subparagraphs, appendices or schedules of this Handbook.
- d) All rules associated with game play not covered in this handbook are covered in the CARBTF.
- e) The intent or interpretation of any rule shall only be decided by the VMFL Executive unless otherwise provided by this Handbook or otherwise determined by Majority Resolution.
- f) A VMFL Executive review committee shall be formed to review situations or incidents not covered by the VMFL Handbook or irregularities of which they become aware.

1.3 PROPOSED RULE

“Associate Member” means any organized football club registered with VMFL for the purposes of participating in Spring Flag jamborees and other events hosted by the league, outside of the Fall tackle season. Associate Members may attend VMFL meetings, but are not entitled to vote.

Admission of Associate Members

- a) No entity will be admitted as an Associate Member of the VMFL unless:
The candidate member has made an application for membership in a manner prescribed by the League;
- b) The candidate member has been approved by majority resolution;
- c) If, at the time of applying for membership the candidate member is currently a Member, the candidate Member is a Member in good standing;
- d) If the candidate member was at any time previously a Member, the candidate member was a Member in good standing at the time of ceasing to be a Member
- e) The candidate member has paid dues as prescribed by the League.

PART 2 CONDUCT OF THE GAME

2.1 **Rules.** Except to the extent modified or replaced by the provisions of this handbook, the CARBTF, or in the case of Flag divisions, Football Canada’s *“The Canadian Rule Book for Flag Football”* will apply to the conduct of the games in the VMFL, as appropriate.

2.2 PRE-GAME

- a) **Providing copies of rosters on game day.** Before the start of each game, each participating team must provide a copy of its Official Team Roster to the game commissioner and to the opposing team and shall retain one copy. If a player is not playing due to absence, injury, discipline or illness, then the reason shall be printed in the status column next to the player’s name. If a player is no longer on the team, the name shall have a single line drawn through it. **Any name that is crossed off an Official Roster is off for the season [See Subsection PART 77.2c)].**

- b) **Late arriving players.** Teams who have players arrive late to a game shall report the arrival to the Game Commissioner to have the official roster adjusted to show late arriving player as present.
- c) **Announcer Sheets.** As some parks have public address systems, all teams shall have numerical roster sheets (players listed in sequential order by their jersey numbers from lowest to highest) with players given name first and surname second. Announcing sheets shall be printed (or typed) and provided by each team to the game announcer at least 15 minutes prior to the scheduled start of the game.

2.3 The Field and facilities

- a) Playing fields shall be marked as required under the rules set out in the CARBTF , or in the case of Flag divisions, Football Canada’s *“The Canadian Rule Book for Flag Football”*, unless otherwise approved by the VMFL Executive. Failure to comply with these requirements may result in discipline (including but not limited to warnings, directions or sanctions) issued by the VMFL Executive to the Association concerned.
- b) All amenities available at the field of play shall be made available to both the home team and the visiting team on an equal basis, i.e. dressing rooms, shelters, etc.
- c) Team benches shall be on the same side of the field and opposite the spectator's side except where there are spectator stands on each side of the field. When spectator's stands are provided on the same side of the field, the team benches shall be separated from the spectators.
- d) Team benches shall be a minimum of five (5) yards and an optimum of ten (10) yards from the side lines.
- e) Spectators are to be confined to the opposite side of the field from the team benches, except as noted in subsection 2.3c).
- f) All VMFL playing fields shall be deemed to have twenty (20) yard end zones for scoring purposes. Missed field goals, kickoffs and punted balls going out of the back of the end zone score one point regardless of whether or not the ball touches the ground in the end zone. Non-standard fields must be approved by the VMFL.
- g) Yard markers shall be placed on the opposite side of the field from the team benches. Yard markers shall be placed one (1) yard outside the field of play.
- h) Cheerleaders shall be a minimum of three (3) yards from the sidelines at all times.
- i) For safety reasons, all goal posts shall be properly padded. In case of a neutral field, the home team shall be responsible to see that the posts are padded.
- j) **Commissioner Box.** An area clearly marked off by cones or other clear markings and designated as a “commissioner box” shall be set-up on the same side of the field as the team benches and shall be set up between the 45 yard lines (which area may be narrowed to depending on field configuration but provided that a reasonable separation of at least 10 yards between the team benches is maintained).

2.4 Persons permitted in the Game Commissioner Box. Officials, the game commissioner, VMFL Executive, Association Presidents whose teams are participating in the game and game related required personnel (such as but not limited to play counters and persons operating score clocks, or other required game equipment) are the only people permitted in the commissioner box. For regular season games only, any team related personnel such as film crew or photographers must have approval from the game commissioner before the start of the game. All persons in the commissioner box must act in a sportsmanlike and respectful manner towards all participants in the game (including players, coaches, team staff, Officials and game related required personnel).

2.5 The Ball

- a) The game is played with the VMFL approved game ball as indicated in Table T2-A or as otherwise determined or approved from time to time by a Majority Resolution:

Table (T2-A)

Division	Size	Model
		Wilson
Flag, Atom	Size 5	K2
Peewee	Size 6	TDJ
Junior Bantam	Size 7	TDY
Bantam	Size 9	TDS
Midget	Size 9	F2000 CIS Leather

- b) The home team will supply the approved game ball(s) for use during each game.
c) All footballs used in the game will be controlled by the Officials.

2.6 Uniforms and Equipment

- a) Mouth guards are mandatory. Except in flag, mouth guards must have tabs and be attached to the face guard. The Officials will monitor to make sure that each player has the proper mouth guard. If a player does not have a proper mouth guard, the Officials may determine that player concerned cannot play in the game until that player is equipped with a proper mouth guard.
- b) Teeth Braces. If the player is wearing teeth braces, he or she may wear a special mouth guard; however, he or she must inform the Head Official.
- c) An Association must apply in writing to the VMFL before choosing a team colour. All team colours will be grandfathered from their original membership into the VMFL.
- d) No team shall wear uniforms that blend closely with the opposing team. The visiting team shall change to an alternate colour. The team not wearing the designated colour by the league shall change to an alternate colour.
- e) Gloves may be worn by players but no "stickum" or other adhesive substance shall be used by any player in any VMFL game. Violators will receive an unsportsmanlike conduct penalty and suspended for the remainder of the game.
- f) It shall be compulsory that all helmets be NOCSAE approved.
- g) Clear visors are allowed without any documentation. Pursuant to the 2012 CARBTF Visor Rule change: Rule #1 Section 11 Article 2b) *"All visors must be clear, not tinted - No medical exceptions are allowed."*
- h) No player will be allowed on the playing field wearing a cast or splint. However, A PLASTIC AIR CAST WILL BE ALLOWED WITH A DOCTOR'S CERTIFICATE and provided that the Officials determine that it does not present a risk of injury to any other players. No other exceptions are permitted.
- i) Teams shall allow the use of Wireless Communication between coaches (to include, but not limited to cell phone, walkie talkie, etc).
- j) Flag, Atom and Peewee players are not required to conform to the Canadian Numbering rules by position as defined in the CARBTF (see CARBTF Rule 6, Section 4, Articles 4 and 5).

2.7 The Game

- a) **Starting the Game.** Prior to the start of the game, the Officials will call the captains of the 2 participating teams together near mid-field and conduct a coin toss to determine which team will have the first choice to receive, kick or defend at the start of the game. The Home Team calls the coin toss by declaring “Heads” or “Tails” before the coin is tossed. The captain of the team winning the coin toss shall declare whether he wishes to have first choice at the start of the first or second half (e.g. defer). The captain of the team having first choice at the start of the first half shall have the option of one of the following three choices:
- (i) Kicking Off;
 - (i) Receiving the kick off; or
 - (ii) Defending an end of the field
- b) The captain of the other team shall have the option of the remaining choices. At the start of the second half, (unless the Mercy Rule is then in effect per subsection PART 52.10c) below) the procedure shall be reversed. Unless the Mercy Rule is then in effect per subsection PART 52.10c) below, the team captain having the first choice for the 2nd half shall have the option of the 3 choices above, and the captain of the other team the option of the remaining choices.

2.8 Timing of the Game.

- a) The following table summarizes the timing for game in the applicable divisions:

Division	Quarters/Halves	Time per quarter or half	Half time rest period*	Time outs per half
Flag (Fall)	two halves	20 minutes** running time	5 minutes	Two (2) 60-second time outs as per Football Canada’s “The Canadian Rule Book for Flag Football”
Atom	4 quarters, divided into 2 halves	10 minutes/quarter	10 minutes	As per CARBTF
Peewee (9 & 12 man)	4 quarters, divided into 2 halves	10 minutes/quarter	10 minutes	As per CARBTF
Junior Bantam	4 quarters, divided into 2 halves	12 minutes/quarter	12 minutes	As per CARBTF
Bantam	4 quarters, divided into 2 halves	12 minutes/quarter	12 minutes	As per CARBTF
Midget	4 quarters, divided into 2 halves	12 minutes/quarter	12 minutes	As per CARBTF

* As determined by the Head Official or such other period as the VMFL may otherwise determine.

** **For Flag (Fall) Division)** – The length of game, timing and time outs shall be in accordance with Football Canada’s “The Canadian Rule Book for Flag Football” for 5v5 provided that

each game must end before the time that the next scheduled game is to start. (Referees may have to shorten playing time to accommodate next game scheduled for the field).

- b) The Head Official may call an Official's time out and a time out for injury.
- c) In all games a three minute warning will be given at the Three (3) minute mark before half time and before the end of the fourth quarter.
- d) The Head Official of the game has the right to rule where the time of the game is to be kept; on the field or on the sidelines. The decision of Head Official in this regard is final.
- e) The Head Official may call (end) a game on account of darkness, severe weather or other conditions (if safety of the participants is at risk as a result of such conditions). If the Head Official calls a game in these circumstances and if more than three quarters of the game have been completed, the score at the time the game is called will be deemed for all purposes to be the final score of the game. If less than three quarters of the game have been played, either team may within 24 hours apply in writing to the VMFL for a determination as to whether the continuation of game be rescheduled. Upon such application, the VMFL may either cause the continuation of the game to be rescheduled (if time and field availability reasonably allow rescheduling) or determine or confirm that the score at the time the game was called will be deemed to be the final score of the game.

2.9 PLAYER PARTICIPATION RULE (PPR): A 10 play count per player will be enforced for Atom, Peewee and Junior Bantam during the season. Each player is to be included in a minimum of 10 plays, including all special teams, in each game scheduled by the VMFL. This rule is enforced by the VMFL during the year and playoffs. **Enforcement:** If this rule is not adhered to then the offending team shall forfeit the game. Bantam and Midget divisions are excluded. (***Exception: see Section 11.9 Player Participation Rules for all VMFL Playoff games as it pertains to Bantam division requirements**). If both teams fail to adhere to this rule during a game, then the matter will be referred to the VMFL Executive for review and the VMFL Executive in its discretion may apply discipline including but not limited to (1) declaring that each team be recorded as having lost the game in question or (2) applying other sanctions or discipline including fines or suspensions. **Monitors for player participation:** each team will supply 2 individuals, one will monitor their own team and the other will monitor the opposing team, thus having two monitors working together per team and the results will be forwarded to the game commissioner for final verification if there is a discrepancy. Both monitors will sign the play count sheet when completed. In any event where it has been determined a team has used over aged or otherwise ineligible players, all league games previously played by the ineligible player will be forfeited. Officials must rule that a player leave the game if, in their opinion, the player is physically unfit to play (whether due to injury or illness). In the event that a player is ruled to be physically unfit to play and is required to leave the game and if that player does not return to the game, then, the player participation rule shall be waived in respect of that player for that game. In any event, an injured player must leave the game for at least one play. Players unable to participate in a game due to injury, illness, or discipline as per subsection 2.2a) shall not wear shoulder pads or helmet. Non playing players may remain with the team except as required in section 13.5 of PART 13 (Ejections and Disqualifications).

2.10 LARGE POINT DIFFERENTIALS AND MERCY RULE

- a) If a team is behind by 18 points or more, at the start of the second half, they will have the option to kick, receive the ball, or defend an end at the beginning of the second half and if a team is behind by 30 points or more, at the start of the second half, they will have the additional option to scrimmage from their own 45 yard line at the beginning of the second half.
- b) If a team is behind by 30 points or more at any time during the game, then for so long as that team remains behind by 30 points or more, they will have the option to kick, receive the ball, scrimmage from their own 45 yard line, or defend an end after each score by the opposing team.
- c) If a team is behind by 30 points or more at or after the start of the second half or at any time thereafter during the game, the Head Official will ask the Head Coach of the team which is behind if they would agree to running time for the time remaining in the game. If Head Coach of the team which is behind agrees, the time remaining in the game will be played with no stopped time. If the Head Coach of the team which is behind by 30 points or more does not agree to proceed with the time remaining in the game being played with no stopped time, the Head Official can enforce the rule at the beginning or any time during the 3rd quarter if he feels it is warranted once there is a 30 point spread. No stopped time will be automatically applied in the 4th quarter if there is a 30 point spread. The provisions of this subsection will be known as the MERCY RULE.
- d) Once a game is in MERCY RULE it will remain until the game is over.
- e) Once a game is in MERCY RULE, only the losing team shall be allowed time-outs. However, regardless of a time out, the game clock and the time remaining in the game will continue to run.

2.11 **Accumulated Fouls & Penalties.** A member of a team who receives Two (2) Objectionable Conduct penalties or Three (3) Unnecessary Roughness penalties during a game shall be ejected from the game. Game ejections shall be conducted in accordance with CARBTF and the provisions of Part 13 of this Handbook and will be reviewed by the VMFL Commissioner and may be subject to further sanctions in accordance with this Handbook

2.12 Post-Game

- a) **Game Commissioner Reports.** Game Commissioner Reports and game rosters are to be scanned and emailed to the applicable VMFL Commissioner by Midnight of game day in **PDF Format**. Each game must be in a single file, with the designated file name in the required format. (see **Appendix M**, as may be updated from time to time, for submission instructions).
- b) **Late Submissions.** An Association that submits Game Commissioner Reports and game rosters after midnight or submits Game Commissioner Reports and game rosters that are not in the required format will be subject to a maximum \$250 fine for each occurrence which fine may be imposed at the discretion of the VMFL Executive.
- c) **Game Scores.** All game scores shall be emailed by the home Association to the League Score Keeper (scores@vmfl.ca), no more than 2 hours after the end of the last game at the home Association's field.

d) **Damage at Parks**

- (i) Any damage done by any team to the facilities (including but not limited to fields, facilities, dressing rooms, or equipment) of another Association may form the basis of incident report submitted to the Executive Director. Upon receipt of such an incident report, the Executive Director may cause an investigation to be undertaken and the result of which investigation may, if appropriate, include an order that the Association whose team caused the damage must pay or reimburse the other Association for all damages, costs and expenses incurred to remedy the damage caused. Further disciplinary action relating to the persons causing the damage or otherwise responsible may also be imposed as a result of the investigation.
- (ii) The home Association must notify the local Parks and Recreation department (if and as required by applicable local requirements) regarding any damage caused

PART 3 ATOM DIVISION RULES

- 3.1 **Field Size:** Playing field is 50 yards by 110 yards. Goal posts need not be centered.
- 3.2 **Maximum number on Field.** Maximum number of players on the field is nine (9) per team.
- 3.3 **Line positions.** There must be three (3) Interior linemen (Ineligible) with five (5) altogether on the line. An example would be:

O O O O O
E **G C G** E
O
QB O
O O R
TB FB
** Bold Players are ineligible.

Basically, you remove the two tackles and one receiver, leaving the 9 man configuration
You will be allowed one (1) coach per team at a time on the field, until frozen roster date.

- 3.4 **Converts** will be as follows: Ball will be given to holder, using convert tee. Full rush play will commence on referee's whistle.
- 3.5 **Punts** will be as follows: Ball will be given to Punter. Full rush play will commence on referee's whistle. The penalty for no yards will be 5 yards.
- 3.6 **Other rules.** Unless otherwise determined by Majority Resolution, all other rules for Atom are as per this Handbook and CARBTF.

PART 4 FLAG (FALL) DIVISION RULES

- 4.1 **Age of Players.** Flag players may be 5, 6 or 7 years old. Players' ages are determined as of December 31 of the playing year. Associations may determine whether or not to accept and register players aged 5 years old for their fall flag teams

- 4.2 **Roster size.** The minimum roster size for a team is 5**. The maximum roster for a team is 12 players. A copy of the roster shall be provided to the game commissioner, opposing coach and game announcer. Rosters shall be treated as per the VMFL Handbook. ** (*Note per Football Canada’s “The Canadian Rule Book for Flag Football” and particularly applicable rules for 5v5 Flag Football: Teams need a minimum of 4 players to be able to compete and a maximum of five (5) players on the field at any given time*)
- 4.3 **Coaches on the Field** - One coach from each team shall have unrestricted access to the playing field at all times.
- 4.4 **Rules of Play.** As defined in Football Canada’s “The Canadian Rule Book for Flag Football” and particularly, applicable rules for 5v5 Flag Football.

PART 5 GAME SCORING - Table of Scores

5.1 The following applies to scoring in VMFL games:

a) **Flag (Fall)****

Touchdown	6 points
Extra Point	1 point (played from midpoint of 5-yard line only)
Extra Point	2 points (played from midpoint of 12-yard line only)
Safety	2 points

**** Note incidental rule change: Scoring is as per Football Canada’s “The Canadian Rule Book for Flag Football” for 5v5 Flag Football – see 5v5 Rule 4 – Scoring.**

b) **Atom/Peewee/ Junior Bantam**

Touchdown	6 points
Kicked Convert	2 points
Run or pass convert	1 point
Rouge	1 point
Field Goal	3 points
Safety Touch	2 points

c) **Bantam/Midget**

Touchdown	6 points
Kicked Convert	1 points
Run or pass convert	2 points
Rouge	1 point
Field Goal	3 points
Safety Touch	2 points

PART 6 OFFICIALS

- 6.1 **Responsibility for payment.** Home team pays for the officials even if the game is moved to another park.
- 6.2 **Field Officials.** As shown in the Agreement between VMFL and LMFR (or other contracted referees’ association, *as may be applicable, from time to time*)

- 6.3 **Game Officials.** All field officials shall be appointed and scheduled by the Allocator of the contracted Referees Association. VMFL coaches shall not be an official of a game in the division in which they are currently coaching.
- 6.4 **Sideline Officials.** The Home Team is responsible for providing downs person, linespersons (yardstick personnel) and the game ball. These sideline officials shall work under the direction of the Head Linesperson.
- 6.5 **Jurisdiction and Duties.** All field officials are equally responsible for the orderly conduct of the game. This includes the Game Commissioner, downs persons and Linesperson.
- 6.6 **Game Commissioner**
- a) The home team Association shall be responsible to provide the Game Commissioner at all home games. The game cannot commence until a Game Commissioner is present and in place. The Games Commissioner shall wear a vest to identify them to teams and officials.
 - b) Failure to provide a Game Commissioner for a game will result in forfeiture of the applicable game by the home team.
 - c) The Game Commissioner shall be responsible for the following:
 - (i) See that the player benches are in place; sideline yard markers are in position, goal post protections are installed, yardsticks and down boxes are on the sideline and announcing equipment in place. The playing field shall be ready for play a minimum of 15 minutes before game time.
 - (ii) Ensure that each team is ready to play 30 minutes prior to start of game.
 - (iii) Receive verified team rosters from each team completed on the official roster forms.
 - (iv) Check with the Head Official on the following:
 - (1) Timing (See Section 1.1b))
 - (2) Size of game ball to be used (Section 2.5 Table T2-A)
 - (v) Ensure that sideline officials are available for the start of game.
 - (vi) Observe conduct of team officials and players on team benches. If required, issue any instructions as required.
 - (vii) Ensure that only team officials and players are on the team benches.
 - (viii) Enforce rule that no fans are allowed behind players' benches [See subsections 2.3c) and 2.3e)].
 - (ix) Only trainers or designates are allowed on the field when any injury occurs. A Doctor may be summoned from the spectators by the GAME COMMISSIONER or the home team's Association president (or designated representative).
 - (x) Check with the trainer on the field, if an ambulance is required for an injured player.
 - (xi) Carry out disqualifications and suspensions as noted in PART 13.
 - (xii) Have game commissioner report completed with information and signatures as called for on report. The penalty code area must be completed. You may need to

confer with the head official. If there is an issue with team benches or an ejection during the game a report has to be sent to the league commissioner. Reports and those days' rosters are to be scanned and e-mailed to the VMFL Commissioner by midnight game day. Have the Head Official of all games initial the part of the game report where it states the number of officiating crew. This is to confirm the number of officials that did said game.

- d) Every game commissioner shall have the complete set of VMFL Rules (this Handbook) and a CARBTF Rule Book available at the field for each game, which is obtainable from their Association.
- e) The Game Commissioner or the VMFL Executive may dismiss or eject any player, coach or team staff from the playing field and/or game for "improper conduct" as defined by the VMFL Executive
- f) One Game Commissioner per game and must remain on the sideline for the whole game.

PART 7 PLAYER ROSTERS AND ELIGIBILITY

7.1 Rosters

- a) **Rosters.** All players for each team declared by an Association must be registered by name, number and date of birth on the official roster sheets supplied by the VMFL. All Official Team Roster sheets shall be neatly printed or typed with the players' number, name, and Year of birth. Computer generated player rosters may be used if the form is IDENTICAL to the player roster in the appendices to this Handbook (available by downloading from the VMFL website www.vmfl.ca).
- b) **Failure to follow roster rules.** Failure to follow procedures for verified team rosters may result in forfeiture of one or more games. (See sample of official roster sheet in the appendices to this handbook).
- c) **Roster Limits.** The following regulations govern the team rosters for each Association. Players' ages are determined as of December 31 of the playing year. Players are not allowed to play out of their Division. Players are not allowed to move up or down. NO exceptions unless approved by Majority Resolution.

Division	Age Range	Maximum Roster Size	Minimum Number on Roster*	Minimum Number Dressed for game*
Midget (12-Man)** See Rules re 18 yr. olds Subsections 7.1 d) through h) below	Ages 16-18	43 players	24 players	20 players
Bantam (12-Man)	Ages 14-15	43 players	22 players	18 players
Junior Bantam (12-Man)	Ages 12-13	None	20 players	16 players
Peewee (12-Man)	Ages 10-11	None	20 players	16 players
Midget (9-Man)** See Rules re 18 yr. olds below	Ages 16-18	28	16 players	14 players
Bantam (9-Man)	Ages 14-15	26	16 players	14 players

Junior Bantam (9-Man)	Ages 12-13	None	15 players	12 players
Pewee (9-Man)	Ages 10-11	None	15 players	12 players
Atom	Ages 8-9	None	15 players	12 players
Flag (Fall)	Ages 5-7	12 players	5	4

* The Minimum Number dressed shall take precedence over minimum number on verified roster- but just for first week of schedule. In other words, a team will not be in breach of the roster requirements for first week of schedule if it meets the applicable Minimum Number dressed for a game in that week even if it does not meet the minimum required number of players on its roster for that week. (The rationale is to allow a further period of time to reach minimum number on the roster). However, if a team does not have the minimum number of players on the verified roster for any game after the first week of the schedule, the Association must fold the team in question prior to its next scheduled game.

**** IMPORTANT- See Specific Roster limits for 18 year olds set out in the following Subsections 7.1 d) through h):**

18 YEAR OLDS ON MIDGET DIVISION ROSTERS

- d) **Roster limits for 18 year olds on Midget Division Teams:** Each Midget team of an Association in the 12-man division is allowed fifteen (15) players who are 18 year olds who were not registered with that same Association the previous year. Each Midget team of an Association in the 9-man division is allowed a maximum of 12 players who are 18 year olds of which no more than six (6) may be 18 year olds who were not registered with that Association the previous year. In addition, a midget team roster in the 12-man division may be increased to a maximum number of twenty (20) 18 year olds, if an Association did not register a team in the previous Fall Tackle Season, or it includes one or more players who are Returning 18 Year Old players. A player is a "Returning 18 Year Old player" of an Association for purposes of this rule if that player was (1) registered with that Association and (2) played a minimum 3 games the previous year for that Association; or (3) is considered to be a Returning 18 Year Old Player for a New Association pursuant to subsection PART 77.1h).
- e) **Reaching Roster limit at Midget.** An Association may until (but not after) Tuesday after the 3rd week of the VMFL regular season game schedule have a total number of 18 years old players on its Midget team roster that otherwise exceeds the permitted maximum for that team. However, the total number of 18 year olds listed as active on a Midget team’s official roster for any game must not exceed the permitted maximum for that team. The maximum number of 18 years that may be active (e.g. on the team roster and not identified as not playing due to absence, injury, discipline or illness) with respect to any game in the Midget 12-man division is 15 plus 1 for each Returning 18 Year Old player on the roster up to an absolute maximum of twenty (20) 18 year olds. The maximum number of 18 year old players that may be active for any game in the Midget 9-man division is 6 plus 1 for every Returning 18 Year Old player on the roster up to an absolute maximum of twelve (12) 18 year old players.
- f) **Releasing Players to reach limit.** If a Midget team is over the maximum number of permitted 18 year old players on its official roster, it must be at the maximum permitted number by Tuesday after the 3rd week of the VMFL regular season game schedule whether by way of release, withdrawal by the player or otherwise. For the purposes of this rule, an 18 year old

player is considered to be on the roster of a team if that player is listed and verified on the team's official roster regardless of whether that player actually participates in any game.

- g) **Notifying VMFL of released 18 year olds.** The contact information for the released 18 year old players shall be forwarded to the VMFL Head Office for circulation to other Associations having teams in the Midget age level. The purpose being to determine if other Associations have available roster spots. Players must receive a release form from their former Association and no further 18 year olds can be added to the roster for that Association.
- h) **Exception for 18 year Old Players from folded team.** If an Association folds a midget team, the remaining 18 year old players on the roster of the folded team can move to another Association (the "New Association") and may be considered Returning 18 Year Old Players for the New Association and not considered new players. An Association must protect up to a maximum of ten (10) Returning 18 Year Old players if available and willing to play for that Association.

7.2 VMFL ROSTER VERIFICATION RULES

- a) **Roster Verification.** All players on the official roster sheet of a team must be verified after proof of date of birth has been provided. Documents that can be used to provide proof of date of birth for roster verification purposes are: original Birth certificates, passports, B.C. Driver's Licenses, Citizenship papers, official court orders, certification of birth certificates (with file number), baptismal certificates and Care Cards that show birth date are acceptable proofs of age. There can be no exceptions to this rule by VMFL Executive unless approved by Majority Resolution.
- b) **Who can verify.** Only authorized persons shall verify a player on the Official Team Roster. Persons authorized to verify a player are any current member of the VMFL executive and any VMFL representative that is designated by the VMFL Executive, Association Presidents or a designated representative from each club (but subject to and conditional upon the prior express approval in writing from the VMFL Executive) may also verify. Verification of rosters is not to be done by members of their own Associations. On the Official Team Roster sheet, the verifier is to sign where indicated and print out his or her name and Association in full. **THERE SHALL BE NO EXCEPTIONS TO THIS RULE**, including Game Commissioners, unless expressly approved by Majority Resolution.
- c) **Removing Players from roster.** If a player is no longer on the team, the name shall have a single line drawn through it. **Any name that is crossed off an Official Roster is off for the season.**

7.3 **FROZEN ROSTERS:** The rosters for each team will be frozen after the 5th week of the Fall Tackle season. The Frozen Roster will become the official Roster for the remainder of the Fall Tackle season. A player who is not on a frozen roster for a team after the designated date is ineligible for that team.

7.4 Playing of Ineligible Players. Playing of ineligible players will result in the forfeiture of the game in which the ineligible player participated (including any player on a roster who is not otherwise listed as not playing in the game due to absence, injury, discipline, or illness). Any Association that fails to comply with this rule will be dealt with by a special committee, appointed by the Executive Director and may be subject to sanctions, including but not limited to fines or other penalties. Recommendations of this committee will be final, and there will be NO appeal.

7.5 Player Movement and release. The following rules apply to any player (or his or her parent as applicable) who fails to return equipment in good condition, or pay money due to his or her Association and is designated “not in good standing” no later than four (4) weeks after the VMFL Spring Flag or Fall Tackle seasons:

- a) A player’s name cannot appear on the verified rosters of two different Associations. Any player (a “Moving Player”) who is during a current VMFL Season or was during the previous VMFL season designated as a “not in good standing” by an Association (a “Previous Association”) and wishes to move from the Previous Association to play for another Association (the “New Association”) must obtain a VMFL Player release form signed by the president (or his or her designate) of the Previous Association. Equipment issued to the Moving Player by the Previous Association must be turned in to Previous Association prior to registering with another Association. When equipment is turned in, it is to be in good condition. Failure to comply with this rule makes the player(s) ineligible to play for the New Association.
- b) The release shall be in the form as set out in Appendix E-1 (during the VMFL Off-Season) or Appendix E-2 (during the VMFL Season). A copy of the signed release must be provided in writing to the VMFL Commissioner responsible for the division in which the Moving Player is intending to play for the New Association.
- c) A player without a release from the Previous Association will be considered an ‘ineligible player’ until the release is obtained. All games played for the new Association by a Moving Player while that Moving Player is considered an ineligible player will be forfeited by the New Association.
- d) The rationale for this rule includes the financial protection of the Previous Association to help avoid loss by reason of the Moving Player (or his or her parents as applicable) failing to return equipment in good condition or pay money due to the Previous Association. Accordingly, the Previous Association must not unreasonably refuse to provide or delay providing the requested release to the Moving Player. If all equipment has been returned in good condition and all amounts properly due to the Previous Association have been paid by or on behalf of the Moving Player, a VMFL release form must be issued in a timely manner to release the Moving Player from the Previous Association.
- e) Any player (or his or her parent as applicable) who fails to return equipment in good condition, or pay money due to his or her Association can be designated “not in good standing” no later than four (4) weeks after the VMFL Spring Flag or Fall Tackle season. Associations must provide a list of these individuals to the VMFL Secretary, which will be circulated to all VMFL Presidents and/or noted in the electronic/online registration system.

ELIGIBILITY

7.6 Not eligible unless on roster. A player is not eligible to participate in a regular season game or play-off game on behalf of a team unless and until that player is duly listed on the team’s Official Roster and is verified in accordance with the above VMFL roster verification rules.

7.7 Minimum Games for play-off eligibility. All players on a frozen roster must participate in a minimum 3 league games to be eligible for playoffs. However, if a player is unable to meet requirements due to injury, a Doctors certificate is required before playoffs.

7.8 Limitations on Junior /University level play. Players are allowed to play Junior football up to midnight of the third Saturday in August of the VMFL Season (the “Junior Cut-Off Date”). After the Junior Cut-Off Date, the player must not be on the BCFC/CJFL protected roster to be eligible to play in the VMFL. Players are allowed to play University football up to September 15 in a VMFL Season.

7.9 Non-Canadian players. A player who is not ordinarily resident in Canada (a “Non-Canadian player”) must provide evidence of acceptable insurance coverage satisfactory to Football BC before that Non-Canadian player is eligible to play in the VMFL. Each Association having a non-Canadian player on a team roster must, before that Non-Canadian player is eligible to play in the VMFL, provide the VMFL in writing with (1) the name and age of the Non-Canadian player; (2) the team (including division and team name) for which the player is on the Association’s roster; and (3) confirmation that acceptable insurance coverage has been provided to BCPFA. A Non-Canadian player is not eligible to participate in an exhibition game, a regular season game or play-off game on behalf a team unless and until that Non-Canadian player and his or her Association have complied with this rule.

7.10 RULES AGAINST RECRUITMENT.

- a) Any coach who recruits a player(s) that has not obtained a release from their Previous Association will be suspended for 2 games for the 1st offence, a full season for the second offence and permanently suspended from participating as a coach in the VMFL for a third offence.
- b) For the purposes of this rule, “recruit” – means *to engage, directly or indirectly, in finding, soliciting, enticing, encouraging, or attracting athletes to move from one Association to play for another Association.*
- c) No Player is to receive any type of payment to play in the VMFL.
- d) No player will be reimbursed for any expenses they incur to attend practices or games that are not offered to the entire team unless approved by the VMFL.

PART 8 COACHES AND TEAM STAFF

8.1 Code of Conduct. All coaches, team managers, and trainers (team medical personnel) must sign the coaches’ code of conduct (“**CCOC**”) in the form as set out in **Appendix L** to this Handbook.

8.2 Submit CCOC to VMFL. Each Association will complete and submit in writing to the VMFL Secretary with a copy provided in writing to the VMFL Head Coach by August 1st of the playing year a listing of their coaches and submit fully signed CCOC forms including all the necessary information. **Failure by an Association to do so will result in a \$250.00 fine to that Association.**

8.3 CCOC Changes. Periodic updates, changes, or additions to the persons who have signed the CCOC may be submitted in writing to the VMFL Secretary but any such submission must be submitted by **Thursday in any week** in order for any new coaches or staff to be eligible to participate on the team bench for the next game or any ensuing games.

8.4 Coaches Training.

- a) At all levels of tackle football and in flag, VMFL coaches must achieve minimum coaching standards in order to ensure that all participants receive the safest and highest quality of coaching possible.

- b) No coach in the VMFL shall be permitted to actively coach unless they meet minimum standards of training.
- c) Teams or Associations failing to comply with the requirements of minimum coaching training will not be sanctioned by VMFL
- d) In order for teams and Associations to continue to qualify for liability insurance, as coordinated by the BCCFA they must adhere to the above policies.
- e) All Associations are required to submit a complete list of head coaches and assistants and their level of training by June of each year.
- f) Training clinics will be scheduled by the BCCFA each year to ensure that all non-trained coaches are given the opportunity to comply with the minimum training standards adopted by VMFL.
- g) VMFL may request additional training clinics be scheduled by the BCCFA if there are 10 or more coaches that need training **or with approval by Majority Resolution the VMFL may arrange and organize other acceptable training clinics or programs that** comply with the minimum training standards adopted by VMFL.

8.5 **Standards.** The following levels of training are required standards to be achieved by coaches participating in the following divisions:

FLAG, ATOM and PEEWEE

- (OLD NCCP) Trained Level: Technical-1 and Theory-1
- (NEW NCCP) Trained Level: Community Sport Stream

JUNIOR BANTAM, BANTAM, and MIDGET

- (OLD NCCP) Trained Level: Technical-2 and Theory-1
- (NEW NCCP) Trained Level: Competition Stream

COACHES ENTERING VMFL AFTER TRAINING COURSES HAVE RUN WILL NOT HAVE TO BE TRAINED UNTIL THE FOLLOWING YEAR.

*** Note: Additional or other levels of training may be required from time to time based on requirements of Football Canada, Football BC and/or BCCFA, as applicable, and all levels of training are subject to change as may be required in order to meet the applicable requirements of these bodies at the respective age levels and divisions.*

8.6 **MEDICAL PERSONNEL/TRAINERS.** For the health and safety of all participants there should be competent and qualified personnel available at every team practice and at every game to administer medical aid if necessary. The following qualifications are recognized by the VMFL:

- Doctor
- Registered Nurse
- Practical Nurse
- Sports Aid Training
- Paramedic
- Industrial First Aid
- Basic St. Johns Ambulance

PART 9 FORFEITED GAMES

9.1 If, according to the VMFL Handbook, an Association cannot field a team for a VMFL scheduled game, that Association shall pay a forfeit fee of \$300.00 per game, except Flag for which the forfeit fee is \$75.00 per game. The forfeiting Association must also pay for cost of officials,

unless the allocator of officials is notified a minimum of 72 hours prior to game day and provided any other games impacted on that day can be re-scheduled or adjusted to reduce the officials' costs. The VMFL will pay the team not at fault the forfeit fee collected from the forfeiting Association. After two (2) forfeits, the Executive Director will appoint a committee to investigate the matter. The committee has the authority to determine whether the forfeiting Association should fold the team in question or make such other order, direction, or recommendation as the committee considers appropriate in the circumstances.

9.2 Refer to Section 9.3 and Subsection 10.1 b) for scoring in forfeited games.

9.3 If the minimum number of dressed players is not met it will be noted on the commissioners report and if both head coaches agree to play then the game can be played but the official score for the game will be recorded as a win by a 10-0 score in favour of the team which has met or exceeded the minimum number of dressed players. If neither team has met the minimum number of dressed players, then the score will be recorded as a 10-10 tie, but no points will be awarded to either team. This rule is intended to allow teams to possibly participate in scheduled games when unforeseen events prevent them from fielding the minimum number of players from their verified rosters which otherwise conforms to section 7.1 of this Handbook. It is not intended to allow teams to repeatedly participate without meeting the minimum requirements for number of players on the verified roster or number of active players.

PART 10 LEAGUE SCORING AND STANDINGS

10.1 League Scoring and standings

- a) The winning team of each regular season league game will receive 2 points for a win. If 2 teams play to a tie score at the conclusion of a regular season league game, there will be no overtime and each of the 2 teams in that game will receive 1 point for a tie.
- b) When a game is forfeited in league play, the team that forfeits (the "forfeiting team") the game will be deemed to have lost the game and the team to which that the game was forfeited (the "non-forfeiting team") will be deemed to have won the game and will receive 2 points for the win. The forfeiting team will have 2 points deducted. For the purposes of the standings,
 - c) Final standings in VMFL play will be determined as follows:
 - (i) If two teams are tied, the placement is resolved by the following principles:
 - (1) Record versus each other (winning team placed ahead, or if equal wins-losses head to head then team with better points for/against in head to head games is placed ahead)
 - (2) Combined winning % of opponents (not including games against them) The team whose opponents have the higher combined winning % will be placed ahead
 - (3) Points for/against - Maximum of +10 per game. The team with the highest positive point differential (maximum of +10 per game) will be placed ahead
 - (4) Total points against. Team with fewest points against, places ahead.
 - (ii) If three or more teams are tied:
 - (1) Record versus each other:

- (A) Cannot finish ahead of team that beat you
 - (B) winning teams of tied group get placed on top first
 - (C) Lower teams can pass other teams if better winning % but must start at bottom and move up one step at a time never passing the team to which you lost.
 - (D) If Paradox occurs then use combined winning % of opponents
- (2) Points for/against - maximum of +10 per game
 - (3) Total points against. Team with fewest points against, places ahead.
- d) Once final standings have been established all Associations will be informed within 48 hours of playoff start. Final standings cannot be changed after subsequent playoff rounds.

PART 11 VMFL PLAYOFFS

- 11.1 **Association must be in good standing.** All monies (League fees, forfeited games, and all fines imposed by the Executive etc.) in arrears must be paid up before qualifying for playoffs, if not eligible for playoffs the monies in arrears will be added to next year's membership fees and unless otherwise approved by Majority Resolutions the amount in arrears must be paid in full before the Association in arrears is eligible to participate in VMFL Activities.
- 11.2 **Schedule.** It is the preference and goal of the VMFL that VMFL teams participate in a regular season consisting of at least 10 games. Unless otherwise determined by Majority Resolution, there will be a 10 game schedule where calendar allows for it, starting on the Labour Day weekend in September. Where playoffs dictate a less than 10 game schedule, teams not qualifying for playoffs or teams eliminated from playoffs will continue to play scheduled games until 10 games can be played.
- 11.3 **VMFL Playoffs:** if a division has 10 or more teams, then the top 8 teams will make the playoffs, and when a division has 9 or fewer teams, then the top 4 will make the playoffs. This rule may be modified by Majority Resolution to accommodate an integrated schedule of games with another league such as but not limited to the VCFL or to accommodate play-off requirements for BCCFA play-offs, or as otherwise determined by Majority Resolution.
- 11.4 The highest ranked VMFL team in each division will be considered the home team.
- 11.5 All grievances pertaining to the game after or during the game must be filed on the proper grievance form and shall be given to the VMFL Executive no later than 15 minutes following game completion, a decision will be made. This decision will be final and not open to appeal.
- 11.6 Only Players and Coaching staff are allowed at the Bench. No children allowed. E.g. Water boys, trainers, managers, etc. Only Players, Coaching staff, Cheerleaders, and people with proper passes may enter the field.
- 11.7 Quarter and Semi-final games start when regular season is completed.
- 11.8 **VMFL Championships.**
- a) The VMFL Championship games for all divisions will be held on such day or days and at the park or parks, as determined each year by Majority Resolution but if in any VMFL

Season such matters cannot be determined by Majority Resolution within a reasonable time before the respective VMFL Championships are to be held then such determinations may be made by the VMFL Executive.

- b) At least 24 hours prior to the start of a VMFL Championship game, each Association having a team participating in that VMFL Championship game must complete and submit in writing to the VMFL Commissioner:
 - (i) a VMFL Player Participation Form (Playoffs) (F-3) [See Appendix J to this Handbook] in respect of any player from that Association who is not participating in the VMFL Championship game; and
 - (ii) a VMFL Player Release Form (Playoffs) (F-4) [See Appendix K to this Handbook] in respect of any player from that Association who is not participating in the VMFL Championship game by reason of that player having quit, being released or otherwise no longer on the frozen roster of such team as submitted for that team's final regular season game.
- c) If the signature of a parent or guardian of a player listed in a form required to be submitted pursuant to either clause (i) or (ii) of subsection 11.8 b) cannot be obtained by reason of the absence, failure, or refusal on the part of that parent then the Association may apply in writing to the VMFL Commissioner for relief from this requirement which relief may be granted as the VMFL Commissioner, acting reasonably and in good faith, considers fair and appropriate in the circumstances. Such application must state the reasons which the signature cannot be obtained, the efforts made to obtain the signature and other relevant facts
- d) Failure to comply with the requirements of subsections 11.8 b) and 11.8 c)1011.8c) (as applicable) may result in either forfeiture of the VMFL Championship game by the team from the non-complying Association or such other sanctions as the VMFL Executive considers appropriate in the circumstances.
- e) Medals for first and second place will be awarded by VMFL Executive Director (or designate) in respect of VMFL Championship games unless otherwise determined by Majority Resolution.

11.9 Player Participation Rules for all VMFL playoff games

- a) For play-off games in all divisions except Midget, all playoff games will have game plays for player participation monitored. (Midget divisions are exempt from these player participation requirements)
- b) **Monitors for player participation:** each team will supply 2 individuals, one will monitor their own team and the other will monitor the opposing team, thus having two monitors working together per team and the results will be forwarded to the game's commissioner for final verification.

c) **The minimum number of game plays for player participation in the Peewee, Junior Bantam and Bantam divisions is:**

(i) **For 12-man:**

- (1) For teams with **24 players or less** active for the game, all players must play a minimum of **15 plays**.
- (2) For teams with **25 players or more** active for the game, all players must play a minimum of **10 plays**.

(ii) **For 9-man:**

- (1) For teams with **18 players or less** active for the game, all players must play a minimum of **15 plays**.
- (2) For teams with **19 players or more** active for the game, all players must play a minimum of **10 plays**.

(iii) **For Flag and Atom divisions:** teams will have all of their players who are active for the game participate in at least **10 plays** during the game

11.10 **Conduct of Play-off games.** For Play-off games, the Head Official may suspend play of the play-off game (including any Overtime) on account of darkness, severe weather or other conditions (if safety of the participants is at risk as a result of such conditions). If a play-off game (including any Overtime) is suspended on account of darkness, severe weather or other conditions, then the continuation of the play-off game (including any Overtime shootout) will be scheduled to take place no later than Wednesday of the following week (unless otherwise expressly approved or required by the VMFL). The VMFL may also require that the play-off game (including any Overtime shootout) be continued at a specified time or at a specified alternate neutral playing field that is equipped with appropriate lighting in order to avoid or minimize the risk of play being further suspended on account of darkness.

11.11 **Overtime for Playoff Games**

- a) When the score is tied at the end of the fourth quarter in a play-off game, there shall be a rest period of ten (10) minutes with each team allowed to return to their dressing rooms (if any).
- b) In Overtime, the winner shall be determined by a Texas Shoot-out format. An overtime period will consist of each team having an opportunity to possess and scrimmage with the ball on offence. Prior to the start of Overtime, the Officials will call the captains of the 2 participating teams together near mid-field and conduct a coin toss to determine which team will have the first choice to scrimmage with the ball on offence first or to choose an end of the field at which the Overtime period will be played. The Home Team calls the coin toss by declaring "Heads" or "Tails" before the coin is tossed. If the captain of the team that wins the coin toss chooses to scrimmage with the ball first then the other team will have its choice of which end the Overtime period will take place. If the captain of the team that wins the coin toss opts to choose an end at which the overtime period will be played then the other team will scrimmage with the ball first in that overtime period. For Flag, Atom and Peewee the teams will begin at the chosen end on the 15-yard line, for Junior Bantam, Bantam, and Midget the teams will begin on the 25-yard line at the chosen end. The teams will start the overtime

period at the designated yard line. Both teams will be allowed to scrimmage with the ball on offence. The team leading after the conclusion of an overtime period (after each team has had an equal number of possessions on offence) will be the winner of the game. If the score is still tied at the end of an overtime period, then another overtime period will immediately be commenced and the teams will scrimmage again from the designated yard line but there will be no coin toss instead the teams will alternate the order of possession on offence and choice of end so that the order of starting on offence or defense is reversed from the order at the start of the immediately completed overtime period.

- c) There will be no further game time kept during overtime but the play clock will apply.
- d) Each team will be entitled to only 1 time out during Overtime (regardless of the number of Overtime periods).
- e) The Overtime Shoot-out process will be continued until one team scores more points than their opponent at the conclusion of an overtime shoot-out period (after each team has had an equal number of possessions on offence with the exception that if one team's defense scores in an overtime shoot-out period, then that team's offence may elect not to take its next possession as it will have scored more points than its opponent in that overtime shoot-out period).

PART 12 GENERAL CONDUCT

- 12.1 Any player, coach, manager, trainer, Association member or volunteer who strikes a member of the LMFRA or VMFL Executive or Association member before, during or after a game on or near the game field, shall be suspended for the remainder of the season, all playoff games and championship games. For a second offence of the above, the suspension will be five years. This rule is not intended to apply to contact by or between players in the ordinary course of game action where such conduct is governed by CARBTF and is otherwise within the jurisdiction of the game officials. However, all player misconduct is subject to further review and possible further sanctions by the VMFL Commissioner pursuant to this Handbook
- 12.2 All game officials, game commissioners, and VMFL Executive must be treated with courtesy at all times during the entire season by all players, coaches, managers, and Association presidents. Any infraction or violation of this rule will be reported to the Executive Director for possible further action (including an investigation and imposition of sanctions is appropriate).
- 12.3 The use of profane, obscene, insulting language or gestures to an opponent, official, or spectator by any player, or member of team staff or occupant of the team bench is prohibited. Any violation to this rule will result in ejection from the game. Procedure will be in accordance with PART 13.
- 12.4 Any players fighting before, during or after a game within the boundary of the park will result in an automatic review and possible further discipline and sanctions by the VMFL Commissioner (or at the option of the VMFL Executive by a panel appointed by the VMFL Executive) in addition to any ejection imposed pursuant to the CARBTF for incidents occurring within the jurisdiction of the game officials.
- 12.5 No player, coach or member of team staff (such as but not limited to trainers or managers) shall smoke and/or use smokeless tobacco or illegal drugs or narcotics, nor consume alcohol at any

time on or near the game field, including benches, or in a manner or location that is clearly visible to participants at the field . Any violations of this rule shall result in ejections from the game as per PART 13 and may result in further discipline pursuant to this handbook. For the purposes of this rule, the term “smoke” includes smoking or using any device (including electronic cigarettes) or article to simulate the act of smoking tobacco or any tobacco-like substance by way of a cigarette, cigar, pipe or any device or article

- 12.6 Players, coaches, and any other team staff (such as but not limited to trainers or managers) participating in VMFL championships who are ejected at any time during the game or display unsportsmanlike or objectionable conduct or other related incidents, will be ineligible for further games that year in the Province if the team is representing the VMFL. Further discipline may be added to the player, coach, team staff member (such as but not limited to trainers or managers) or the team as a whole in the following year if deemed appropriate by the VMFL Executive.
- 12.7 Any member of a team bench (such as but not limited to players, coaches, trainers or managers) who leaves the team area to join in an altercation (whether on-field or off-field) will be ejected from the game and receive a minimum 2 game suspension. Further discipline may be applied if deemed appropriate by the VMFL Executive.
- 12.8 Where any player, coach or member of team staff (such as but not limited to trainers or managers) has been ejected from a game, each Association involved in the game has 48 hours from the end of the game to submit game film regarding incident(s) to the VMFL Commissioner. Format and delivery to be determined by the VMFL Executive.

PART 13 EJECTIONS AND DISQUALIFICATIONS

- 13.1 Any player or coach ejected from the game within the last three (3) minutes of the game will receive an automatic one (1) game suspension. This includes any coach, players, or staff member who at the conclusion of the game commits an act that would have drawn an ejection during the game.
- 13.2 Any player ejection implemented by game officials, the Game Commissioner or member of the VMFL Executive before, during or after a game at the game park will be reviewed by the VMFL Commissioner (or at the option of the VMFL Executive by a panel appointed by the VMFL Executive) and may result in further discipline pursuant to this handbook.
- 13.3 Any ejection of any coach, trainer, manager or other team personnel implemented by game officials, the Game Commissioner or a member of the VMFL Executive before, during or after a game at the game park will be reviewed by the VMFL Head Coach (or at the option of the VMFL Executive by a panel appointed by the VMFL Executive) and may result in further discipline pursuant to this handbook.
- 13.4 On the ejection or disqualification of a player, coach or team staff member (such as but not limited to a trainer or manager) for misconduct, the head official shall inform the game commissioner of the disqualification. The head official and game commissioner will approach each team concerned and have each player, coach or the team staff member escorted from the playing field by a responsible team staff member. Before any player is escorted from the field the player shall remove the player’s shoulder pads, game jersey, and helmet. The responsible team staff member shall remain with the ejected or disqualified player or team staff member

until the game is over or in the case of a player in the care of a responsible adult person. The game shall not resume until the player, coach or team staff member has been removed from the playing area (including team bench area).

- 13.5 Any disqualified player, coach or team staff member may not appear at or near the team bench during the period of his or her disqualification (including period of a suspension). Coaches shall not attempt to coach or interfere in any way from any position within the game park. Any violation of this rule may result in further suspension or possible game forfeit as determined by the Executive Director.
- 13.6 The VMFL Commissioner is to provide notice in writing to the Association whose player has been suspended or otherwise disciplined and report to all other Associations on a periodic basis and provide summary details regarding all player suspensions or discipline applied by the VMFL Commissioner from time to time. It is the responsibility of each Association to inform each of its offending players, coaches, team staff personnel or other members of suspensions or other discipline and to carry out and enforce any suspension or other disciplinary action.

PART 14 PROGRESSIVE DISCIPLINE POLICY

14.1 VMFL PROGRESSIVE DISCIPLINE POLICY

- a) The VMFL may levy sanctions against VMFL Participants who breach the rules of this Handbook, including but not limited to warnings, fines, game suspensions, and other suspensions. The sanctions may be levied in accordance with the procedures set out in this Handbook and may be levied by the VMFL Head Coach in matters relating to violations by coaches, managers or trainers, by the VMFL Commissioner in matters relating to violations by players, or by the Executive Director in matters relating to violations by Association Presidents, in all matters by a panel appointed by the VMFL Executive (including the VMFL Executive as a whole)
- b) The VMFL will apply progressive discipline based on a reasonable assessment of the severity or level of the offence as categorized by the VMFL Executive acting reasonably (and this assessment may be delegated to the VMFL Head Coach in matters relating to violations by coaches, managers or trainers, the VMFL Commissioner in matters relating to violations by players, the Executive Director in matters relating to violations by Association Presidents, in all matters by a panel appointed by the VMFL Executive).
- c) The categories of the three levels of offences from less serious to most serious are as follows:
- (i) **Level One:** Less serious offences such as but not limited to objectionable conduct disqualification arising from play in a game, where conduct is not directed towards officials, game commissioner, or VMFL Executives.
 - (ii) **Level Two:** More serious offences such as but not limited to Rough play, includes fighting and flagrant attempt to injure and objectionable conduct towards officials, game commissioner or VMFL Executives, property damage, encouraging or inciting misconduct by others.
 - (iii) **Level Three:** Most serious offences such as but not limited to verbally threatening or unnecessary contact of an official, game commissioner or VMFL Executive, reckless

disregard for the safety of others, or deliberately targeting the head of an opponent in a vulnerable position.

All levels of offences apply to conduct before, during or after a game within the boundaries of the game park.

- d) Minimum Game Suspensions that may be applied by the VMFL for each Level:

	Level One	Level Two	Level Three
1st Offence	One Game	One Game	Two Games
2nd Offence	Two Games	Two Games	Three Games
3rd Offence	One Year	One Year	One Year

NOTE 1: A one year suspension = 12 complete and consecutive months

NOTE 2: A one Game suspension = one played VMFL game (whether a regular season or playoff game).

- e) Discipline above these minimums will be at the discretion of the VMFL (which discretion may be exercised by the VMFL Commissioner) and may be appealed as per PART 17.
- f) All 3rd offences will be automatically reviewed by the VMFL Executive or a panel appointed by the VMFL Executive. The VMFL Appeal Policy (see PART 17) is available for all 3rd offences.
- g) WHENEVER POSSIBLE AND PRACTICAL IN THE CIRCUMSTANCES OF A GAME (as determined in the discretion of the head official including a consideration severity of the conduct or player safety), the head official should in the first instance give a player a 3 play warning and send that player to the player’s team bench before invoking an offence for conduct during a game that is expressly covered by the examples of the categories set out under Levels One, Two or Three above.
- h) If the Executive Director, a VMFL Commissioner, VMFL Head Coach or other person, committee or other body or entity (in each case the “Decision Maker”) having jurisdiction with respect to a Level One or Level Two offence determines that the circumstances of the incident if confirmed would or could result in a suspension or other sanction that exceeds what is stipulated as an automatic minimum for the offence pursuant to this Handbook then the following procedure will apply:
- (i) The Decision Maker will provide in writing a copy of the official complaint in respect of the incident giving rise to the infraction to the VMFL Secretary and to the Executive Director (if the Executive Director is not the person having jurisdiction with respect to the application of suspensions or other sanctions regarding the incident);
 - (ii) A copy of the official complaint in respect of the incident giving rise to the infraction will be promptly provided in writing to the President of the Association whose player, coach, personnel or other member is the Respondent;
 - (iii) The President of the Respondent’s Association must promptly cause the copy of the official complaint to be provided in writing to the Respondent;

- (iv) The Respondent will have a period of 48 hours from the time the official complaint was given to the President of the Respondent Association within which to make submissions (to be communicated and delivered by or on behalf of the President of the Respondent's Association) in writing to the Decision Maker in response to the official complaint and in particular to provide reasons or relevant facts as to why a suspension or sanction that exceeds the automatic minimum should not be applied to the Respondent in the circumstances;
- (v) If the circumstances are such that this policy will not allow a timely conclusion or determination, or if the circumstances are such the Respondent cannot (for valid and good faith reasons) provide a response within the time stipulated in this policy, the Decision Maker may, in its discretion acting reasonably, direct that the timeline be revised.
- (vi) If a response on behalf of the Respondent is not provided within the time stipulated, the Decision Maker may proceed with the determination or decision in the absence of a response from or on behalf of the Respondent.
- (vii) If a response on behalf of the Respondent is provided within the time stipulated, the Decision Maker will proceed with the determination or decision including consideration of the response from or on behalf of the Respondent
- (viii) The purpose of this policy is to provide a timely conclusion or determination regarding less serious offences while providing a Respondent with an opportunity to make submissions in the event that potential suspensions or sanctions may exceed an automatic minimum. This policy does not preclude the Decision Maker from seeking a response or submissions from the Respondent or others in any circumstances nor does it preclude any rights of appeal otherwise available pursuant to this Handbook.

PART 15 COMPLAINTS POLICY & PROCEDURES

15.1 Purpose

- a) The VMFL is committed to providing an environment in which all VMFL Participants are treated with courtesy and respect and characterized by the values of fairness, integrity, and open communication. Participation in the VMFL, as well as participation in VMFL Activities, brings with it many benefits and privileges. At the same time, VMFL Participants are expected to fulfill certain responsibilities and obligations including, but not limited to, complying with the policies, bylaws, rules and regulations of the VMFL, including in the case of coaches and team staff members, the Coaches Code of Conduct.
- b) Irresponsible behavior by VMFL Participants can result in severe damage to the reputation and integrity of the VMFL. Conduct that violates these principles and values may be subject to discipline and sanctions pursuant to this policy.
- c) Since discipline and sanctions may be applied, it is only fair to provide VMFL Participants a mechanism so that complaints and disciplinary matters are dealt with fairly, expeditiously and affordably.

15.2 Application of this Policy

- a) This Policy applies to all VMFL Participants.
- b) This Policy only applies to complaints and disciplinary matters that may arise during the course of VMFL Activities.
- c) Complaints and disciplinary matters arising within the business, activities or events organized by entities other than the VMFL (such as but not limited to individual Associations or the BCCFA) will be dealt with pursuant to the policies of those other entities.

15.3 Reporting a Complaint.

- a) Any VMFL Participant may report in writing to the Executive Director (with a copy to the VMFL Secretary) any complaint. Such complaint must be signed and in writing, and must be submitted to the Executive Director (with a copy to the VMFL Secretary) within fourteen (14) days after the alleged incident. Anonymous complaints may be accepted at the sole discretion of the Executive Director. An incident report form is set out in Appendix "N" for use in this regard. The decision to accept, or not accept, a notice of complaint by way of a form other than the incident report form set out in Appendix "N" will be at the sole discretion of the Executive Director. A decision by the Executive Director as to acceptance or rejection of a form other than Appendix "N" may not be appealed.
- b) A complainant wishing to file a complaint beyond the fourteen (14) day period must provide a written statement giving reasons for an exemption to this limitation. The decision to accept, or not accept, the notice of complaint outside the fourteen (14) day period will be at the sole discretion of the Executive Director. This decision may not be appealed.
- c) The Executive Director will determine whether the complaint is frivolous or vexatious. If the Executive Director determines the complaint is frivolous or vexatious, the complaint will be dismissed immediately. If the person who is the subject of the complaint is the Executive Director then the determination of whether the complaint is frivolous or vexatious or whether the complaint is a minor infraction or a major infraction will be referred to and determined by the VMFL Executive as a whole (but excluding the Executive Director the person who is the subject of the complaint is the Executive Director).
- d) If a complaint is determined by the Executive Director (or the VMFL Executive as the case may be) to be appropriate for further investigation, the complaint will be designated by the Executive Director (or the VMFL Executive as the case may be) as either a minor infraction or a major infraction and dealt with according to the appropriate sections of this Policy. It will be at the sole discretion of the Executive Director (or the VMFL Executive as the case may be), to determine whether a complaint is to be dealt with as a major or minor infraction. This determination cannot be appealed.
- e) If the incident is to be dealt with as a minor infraction, the Executive Director will inform the parties and the matter will be dealt with according to the section relating to minor infractions.
- f) If the incident is to be dealt with as a major infraction, the Executive Director will inform the parties and the matter will be dealt with according to the section relating to major infractions.

- g) This Policy does not prevent a Person in Authority from taking immediate, informal or corrective action in response to behavior that constitutes either a minor or major infraction provided that the individual being disciplined is told the nature of the infraction and has an opportunity to provide information concerning the incident. Further sanctions may be applied in accordance with the procedures set out in this Policy.

15.4 Minor Infractions

- a) Examples of minor infractions include, but are not limited to, a single incident by a person of:
 - (i) Disrespectful, offensive, abusive, racist or sexist comments or behavior directed towards others;
 - (ii) Conduct contrary to the ideals, purpose and objectives of the VMFL of providing an environment in which all VMFL Participants are treated with respect and characterized by the value of fairness, integrity and open communication;
 - (iii) Being late for or absent from VMFL meetings, events and activities at which attendance by the person is needed or required (provided that reasonable advance notice of the need or requirement to attend was given to the person, including notice posted on the VMFL website or included in minutes of the meetings circulated to the Association Presidents) ; and
 - (iv) Non-compliance with the policies, procedures, rules and regulations under which the VMFL is governed.
- b) All disciplinary situations involving minor infractions occurring within the jurisdiction of the VMFL will be dealt with by either by the Executive Director or in if the Executive Director considers it to be reasonable in the circumstances, the Executive Director may delegate authority to deal with the matter to an appropriate Person in Authority.
- c) Procedures for dealing with minor infractions will be informal as compared to those for major infractions and will be determined at the discretion of the Executive Director or the appropriate Person in Authority responsible for discipline of such infractions (as noted above in subsection 15.3 g). If considered practical, the Executive Director may determine that the procedure for dealing with a minor infraction may be undertaken by way submissions in writing, in-person meeting or via telephone conference and without the need for a formal hearing. This is provided that the Respondent is given advance notice in writing of the nature of the infraction (the "Infraction Notice") and has a reasonable opportunity to provide information and respond concerning the incident. Failure by a Respondent to provide information and respond concerning a complaint may result in the complaint being considered valid.
- d) In circumstances of reasonable urgency (including but not limited to matters that will impact a play-off game, final league standings, play-off scheduling, suspensions or other matters that affect another team or teams, with respect to the Respondent's participation in an upcoming game, particularly a playoff game) the procedures for dealing with an alleged minor infraction may, upon the request of the Respondent and subject to the consent of the Executive Director (not to be unreasonably withheld or delayed), be dealt with on an expedited basis, with time limits abridged. In this event, the Respondent will

have up to 48 hours after being given the Infraction Notice to provide information and respond concerning the alleged incident or infraction.

- e) Sanctions for minor infractions, which may be applied singly or in combination, include the following:
 - (i) written reprimand which will be placed in the Respondent's file;
 - (ii) Written apology to be provided by the Respondent;
 - (iii) Suspension or disqualification from the current VMFL activity or event; or
 - (iv) Suspension or disqualification from a future VMFL activity or event
 - (v) Any other reasonable sanction or discipline considered appropriate by the Executive Director for the infraction.
- f) Minor infractions that result in discipline will be recorded and maintained by the VMFL. Repeated minor infractions by a Respondent may result in any such repeated minor infraction by the Respondent being considered a major infraction in future.
- g) Any sanctions implemented by a Person in Authority who is not a member of the VMFL Executive must be immediately reported to and shall be subject to review by the VMFL Executive within 7 days after the occurrence of the incident and the sanctions imposed or other disciplinary actions taken may be replaced by reasonable sanctions or disciplinary actions deemed appropriate by the VMFL Executive.

15.5 Major Infractions

- a) Major infractions are instances of repeated or other misconduct that result, or have the potential to result, in harm to other persons, VMFL Participants or the VMFL or that demonstrate a material disrespect or disregard of the provisions and policies of this Handbook or the goals, objectives and guiding principles of the VMFL.
- b) Examples of major infractions include, but are not limited to:
 - (i) Repeated incidents of disrespectful, offensive, abusive, racist or sexist comments or behavior directed towards others;
 - (ii) Repeated conduct contrary to the ideals and objectives of the VMFL of providing an environment in which all VMFL Participants are treated with respect and characterized by the value of fairness, integrity and open communication;
 - (iii) Repeated incidents of being late for or absent from VMFL events and activities at which attendance is reasonably expected or required;
 - (iv) Activities or behavior which interfere with a competition or with any athlete's preparation for competition;
 - (v) Incidents of physical abuse;
 - (vi) Pranks, jokes or other activities that endanger the safety of others;
 - (vii) Disregard for the policies, procedures, rules and regulations under which VMFL Activities or events are conducted;

- (viii) Conduct which results in harm to the image, credibility or reputation of VMFL and/or its' sponsors;
- (ix) Consumption of alcohol or being intoxicated by drugs or alcohol during VMFL Activities where the level of consumption or intoxication is such that it impairs the individual's ability to speak, walk or drive; causes the individual to behave in a disruptive manner; interferes with the individual's ability to perform effectively and safely, or places the safety of any other persons in danger;
- (x) Any use of alcohol by minors;
- (xi) Any use of illicit drugs or narcotics;
- (xii) Any use of banned performance enhancing drugs or methods.
- (xiii) Occurrence of multiple minor infractions within a 24 month period (where multiple minor fraction refers to more than one infraction considered by the VMFL Executive to be of the same, similar or greater severity); or
- (xiv) A single incident of conduct which is considered by the VMFL Executive to be severe and has resulted, or has the potential to result, in substantial harm to the VMFL, VMFL Participants or other persons.

***Note:** The definition of "repeated" will depend on the severity of the infraction and frequency of offences within a given time to be determined by the VMFL at its sole discretion.*

- c) Major infractions occurring within competition may be dealt with immediately, if necessary, by a Person in Authority, provided the individual being disciplined is told the nature of the infraction and has an opportunity to provide information concerning the incident. In such situations, disciplinary sanctions will be for the duration of the competition only. Further sanctions may be applied but only after review of the matter in accordance with the procedures set out in this Policy. This review does not replace the appeal provisions of this Handbook.

15.6 Serious Infractions

- a) The Executive Director, or designate, may determine that an alleged incident is of such seriousness as to warrant immediate suspension of the Respondent pending a hearing and a decision of a Panel pursuant to Part 16 of this Handbook or otherwise (including but not limited to an incident involving alleged criminal behavior or in which, if true, there is a risk of serious harm to the health or safety of VMFL Participants, especially but not only athletes).
- b) Where it is brought to the attention of the Executive Director, that a VMFL Participant has been charged with an offence under the Criminal Code (or similar legislation in any other jurisdiction), or has previously been convicted of a criminal offence, the Executive Director may suspend the VMFL Participant pending further investigation, a hearing or a decision of a Panel pursuant to Part 16 of this Handbook or otherwise.
- c) Notwithstanding the procedures set out in this Handbook, any VMFL Participant who is convicted of a criminal offence involving sexual exploitation, invitation to sexual touching, sexual interference, sexual assault, aggravated assault, trafficking of drugs or narcotics, or

possession of drugs or narcotics for the purposes of trafficking, or such other criminal offence as the VMFL Executive considers serious or a potential risk to the health or safety of VMFL Participants, will face automatic suspension from participating in any VMFL Activities until otherwise determined by the VMFL Executive and may face further disciplinary action by the VMFL in accordance with this Handbook.

PART 16 DISCIPLINE PANEL AND HEARING POLICY

- 16.1 Within fourteen (14) days after notifying the Respondent of a complaint of a major infraction, the Executive Director, at the sole discretion of the Executive Director, will appoint a disciplinary panel (“Panel”) of 1 or 3 individuals to hear the complaint. The members of the Panel will select from themselves a Chairperson. If within 3 days after its appointment, the Panel is unable to agree on the appointment of a Chairperson, then the Executive Director may by notice in writing to the Panel specify member of the Panel who is to be the Chairperson
- 16.2 Members of the Panel will have had no involvement with the alleged infraction; and will be free from any other bias or conflict of interest.
- 16.3 The Panel will use their best efforts to hold a hearing with respect to the complaint as soon as possible, but not more than fourteen (14) days after being appointed, unless otherwise approved by the VMFL Executive.
- 16.4 Having regard to the nature of the discipline matter and the potential consequences of any resulting sanctions, the Panel will decide to conduct the hearing by way of review of documentary evidence or by way of oral hearing. If the Panel decides to conduct an oral hearing, it may decide to do so in-person or by means of telephone or video conference.
- 16.5 **Preliminary Meeting.** The Panel may determine that the circumstances of the complaint warrant a preliminary meeting. The Panel may delegate to one of its members the authority to deal with preliminary matters, which may include but are not limited to:
 - a) Format (hearing by documentary evidence, oral hearing or a combination of both);
 - b) Date and location of the hearing;
 - c) Timelines for the exchange of documents;
 - d) Clarification of issues in dispute;
 - e) Any procedural matters including order and procedure of the hearing;
 - f) Remedies sought;
 - g) Evidence to be brought before the hearing;
 - h) Identification of any witnesses; or
 - i) Any other procedural matter that may assist in expediting the hearing.
- 16.6 **Documentary Review.** Where the Panel has determined that the appeal will be held by way of documentary submissions, the Panel will govern the hearing fairly and as it sees fit, provided that:
 - a) All parties are given a reasonable opportunity to provide written submissions to the Panel, to review written submissions of the other parties, and to provide written rebuttal and argument; and

b) The applicable principles and timelines set out by the Panel are respected.

16.7 **Oral Hearing.** Where the Panel has determined that the appeal will be held by way of oral hearing, the Panel will govern the hearing fairly and as it sees fit, provided that:

- a) The affected parties will be given at least three (3) days' notice in writing of the day, time and place of the hearing;
- b) The affected parties will be provided copies of all evidence to be relied upon;
- c) Decisions will be by majority vote where the Chairperson carries a vote;
- d) Panel members will refrain from communicating with the parties except in the presence of, or copy to, the other parties;
- e) The parties may be accompanied by a representative;
- f) The Respondent will have the right to present evidence and argument;
- g) Any party actually or potentially affected by the matter may be made party to the hearing by the Panel;
- h) The Panel may request that any witness be present at the hearing or submit written evidence in advance of the hearing. Any statements that are to be submitted and relied upon by the Panel must be signed by the party giving the statement ;
- i) The hearing will be held in private;
- j) Each party will bear their own costs;

16.8 Once appointed, the Panel will have the authority to abridge or extend timelines associated with any aspect of the hearing.

16.9 If the Respondent chooses not to participate in the hearing, the hearing may proceed in any event in the absence of the Respondent.

16.10 Where the Respondent acknowledges the facts of the incident, he or she may waive the hearing, in which case the Panel will determine the appropriate disciplinary sanction. The Panel may hold a hearing for the purpose of determining an appropriate sanction.

16.11 After hearing the matter, the Panel will determine whether or not the Respondent will be sanctioned, and if so, will determine the appropriate penalty to be imposed and any measures to mitigate the harm suffered by others as a result. The Panel's decision, with reasons, will be distributed in writing to all parties, the Executive Director , and the VMFL Executive within fourteen (14) days of the conclusion of the hearing, unless otherwise approved by the VMFL Executive.

16.12 **Sanctions.** The Panel may apply the following disciplinary sanctions singly or in combination, for major infractions:

- a) Written reprimand to be placed in the individual's file;
- b) Written apology;
- c) Removal of certain privileges of participation in VMFL Activities;
- d) Suspension from specified VMFL teams, events and/or VMFL Activities;

- e) Payment of a financial fine in an amount to be determined by the Panel;
- f) Suspension from all VMFL Activities for a designated period of time;
- g) Suspension of VMFL funding;
- h) Expulsion from membership in the VMFL (in accordance with and subject to the bylaws and constitution of the VMFL);
- i) Publication of the Panel's decision; or
- j) Other sanctions as may be considered appropriate for the infraction.

16.13 Unless the Panel decides otherwise, any disciplinary sanctions will commence immediately.

16.14 Failure to comply with a sanction as determined by the Panel will result in automatic suspension or disqualification of the Respondent from further participation in in VMFL Activities, suspension of membership in VMFL (if in accordance with and subject to the provisions of the bylaws and constitution of the VMFL) or such other sanctions and discipline as the Panel may determine to be reasonable and appropriate until such time as compliance occurs.

16.15 In applying sanctions, the Panel may have regard to the following aggravating or mitigating circumstances:

- a) The nature and severity of the incident;
- b) Whether the incident is a first offence by the Respondent or has occurred repeatedly;
- c) The Respondent 's acknowledgment of responsibility,
- d) The Respondent's remorse and post-infraction conduct;
- e) The age, maturity or experience of the Respondent;
- f) Whether the Respondent retaliated;
- g) The Respondent's pre-infraction conduct, including prior involvement with VMFL Activities; and
- h) The Respondent's prospects for rehabilitation.

16.16 **Written record.** A written record (which may include but is not limited to an electronic copy of a record that is saved on systems or storage media controlled or accessible by the VMFL) will be maintained by VMFL at the VMFL's head office for major infractions that result in a sanction.

16.17 **Timelines.** If the circumstances of the complaint are such that this policy will not allow a timely conclusion, or if the circumstances of the complaint are such the complaint cannot be concluded within the timelines dictated in this policy, the Panel may direct that these timelines be revised.

16.18 **Confidentiality.** The discipline and complaints process is intended to be confidential involving only the parties, the Executive Director, VMFL Executive, Panel members, or their respective, representatives if any. Once initiated and until a decision is released, none of the parties will disclose confidential information relating to the discipline or complaint to any person not involved in the proceedings (other than for the purposes of obtaining legal or other professional advice on a confidential basis in connection with the proceedings).

PART 17 APPEALS POLICY AND PROCEDURES.

- 17.1 The decision of a Panel pursuant to Part 16 of this Handbook, by the Executive Director, a VMFL Commissioner, the VMFL Head Coach, a Decision Maker, a Person in Authority, or otherwise pursuant to this Handbook, may (unless rights to an appeal are expressly precluded by the provisions of this Handbook) be appealed in accordance with the provisions of this Part 17 (the “Appeal Policy”).
- 17.2 **Definitions.** The following words, phrases or terms will have ascribed to them meanings in this Appeal Policy the following meanings:
- a) “Appeals Panel” means the person, panel or body appointed pursuant to this Appeal Policy to hear an appeal of a decision of a VMFL Decision Maker.
 - b) “Appellant” means the VMFL Participant appealing a decision of a VMFL Decision Maker pursuant to this Appeal Policy.
 - c) “*VMFL Decision Maker*” means the person, panel, entity or body whose decision is being appealed pursuant to this Appeal Policy (which may include, without limitation, the Executive Director, the VMFL Executive, a VMFL Commissioner, the VMFL Head Coach, a Person in Authority, a Decision Maker pursuant to Part 14, or a Panel appointed pursuant to Part 16).
- 17.3 **Purpose.** The VMFL is committed to providing an environment in which all members are treated with respect. Irresponsible behavior by members can result in severe damage to the sport and to the support of the VMFL. Conduct that violates these values may be subject to sanctions pursuant to VMFL’s Discipline and Complaints Policy. Since sanctions may be applied, it is only fair to provide the VMFL Participants with some mechanism to appeal what may appear to be unfair treatment or decision of a VMFL Decision Maker. The purpose of this Appeal Policy is to enable appeals within the VMFL to be dealt with fairly, expeditiously and affordably.
- 17.4 **Scope and Application of this Policy.** Any VMFL Participant who is directly affected by a decision of a VMFL Decision Maker will have the right to appeal that decision, provided there are sufficient grounds for the appeal as set out in Section 17.6 of this Policy. This Policy will not apply to decisions relating to:
- a) Matters of employment or contract with the VMFL;
 - b) Infractions for doping offences;
 - c) The rules of football;
 - d) Matters relating to the substance, content or establishment of team selection criteria;
 - e) Volunteer appointments and the withdrawal or termination of those appointments;
 - f) Matters of budgeting or budget implementation;
 - g) Matters of operational structure or committees;
 - h) Discipline matters and decisions arising during events organized by entities other than VMFL, which are dealt with pursuant to the policies of those other entities; or
 - i) Any decisions made under Subsection 17.5 b) or Section 17.8PART 1017.8 of this Policy.

17.5 Timing of Appeal

- a) A VMFL Participant (an Appellant) who wishes to appeal a decision of a VMFL Decision Maker will have seven (7) days from the date on which the Appellant received notice of the VMFL Decision Maker's decision, to submit in writing to the head office of VMFL the following:
 - (i) Notice of the Appellant's intention to appeal,
 - (ii) Grounds for the appeal,
 - (iii) All evidence that supports these grounds,
 - (iv) The remedy or remedies requested, and
 - (v) A payment of two hundred fifty dollars (\$250), which will be refunded if the appeal is successful.
- b) Any VMFL Participant wishing to initiate an appeal beyond the seven (7) day period must provide a written request stating reasons for an exemption to the requirement of subsection 17.5 a). The decision to allow, or not allow an appeal outside the 7-day period will be at the sole discretion of the Executive Director, and may not be appealed.

17.6 Grounds for Appeal. A decision cannot be appealed on its merits alone. An appeal may be heard only if there are appropriate and sufficient grounds for appeal provided by the Appellant. Appropriate and sufficient grounds include the VMFL Decision Maker:

- a) Made a decision for which it did not have authority or jurisdiction as set out in this Handbook or the VMFL's governing documents;
- b) Made a decision based on a policy that is illegal or contrary to a statutory provision;
- c) Failed to follow procedures as laid out in the bylaws or approved rules or policies of VMFL, or
- d) Made a decision that was influenced by bias, where bias is defined as a lack of neutrality to such an extent that the VML Decision Maker was unable or failed to consider other views.

17.7 Screening of Appeal. Within seven (7) days of receiving the notice and grounds of an appeal and the required fee, the Executive Director, will determine whether there are appropriate and sufficient grounds for the appeal to proceed as set out in Section 17.6 of this Appeal Policy. The Executive Director is not to determine if an error has been made but only if the appeal is based on sufficient grounds as set out in Section 17.6 of this Appeal Policy.

17.8 Insufficient Grounds. If the appeal is denied on the basis of a failure or lack of appropriate and sufficient grounds, the Appellant will be notified of this decision in writing, giving reasons. This decision is at the sole discretion of the Executive Director and may not be appealed.

17.9 Appeals Panel If the Executive Director is satisfied that there are sufficient grounds for an appeal the Executive Director will establish an Appeals Panel within seven (7) days and the following will apply to the Appeals Panel:

- a) The Appeals Panel will be comprised of one (1) or three (3) persons who will have no significant relationship with the affected parties, will have had no involvement with the decision being appealed, and will be free from any other actual or perceived bias or conflict.
- b) If the Appeals Panel is comprised of three (3) persons, the Appeals Panel will appoint one person to act as Chairperson of the Appeals Panel. If within three (3) days of the Appeals Panel's appointment, the Appeals Panel is unable to agree on the appointment of the Chairperson, the Executive Director will upon request of any Appeals Panel member appoint the Chairperson.

17.10 Preliminary Conference. The Appeals Panel may determine that the circumstances of the appeal warrant a preliminary conference. The matters that may be considered at a preliminary conference include:

- a) Format of the appeal (hearing by documentary evidence, oral hearing or a combination of both);
- b) Timelines for exchange of documents;
- c) Clarification of issues in dispute;
- d) Clarification of evidence to be presented to the Appeals Panel;
- e) Order and procedure of hearing;
- f) Location of hearing, where the hearing is an oral hearing;
- g) Identification of witnesses;
- h) Remedies sought ; and
- i) Any other procedural matter that may assist in expediting the appeal proceedings.

The Appeals Panel may delegate to its Chairperson the authority to deal with these preliminary matters on behalf of the Appeals Panel.

17.11 Procedure for the Hearing.

- a) The Appeals Panel may conduct the hearing by means of documentary review, conference call, video conference or in person.
- b) Where the Appeals Panel has determined that the appeal will be held by way of oral hearing in person or via conference call or video conference, the Appeals Panel will govern the hearing by such procedures as it deems appropriate, provided that:
- c) The hearing will be held within fourteen (14) days of the Appeals Panel's appointment, unless otherwise approved by the VMFL Executive.
- d) The Appellant and VMFL Decision Maker will be given seven (7) days' notice in writing of the date, time and place of the hearing (unless the Appellant and VMFL Decision Maker each consent in writing to waive or reduce the period of notice).
- e) Decisions will be by majority vote, where the Chairperson carries a vote.
- f) Copies of written documents that any of the parties would like the Appeals Panel to consider will be provided to the Appeals Panel and to all other parties at least 72 hours prior to the hearing.

- g) If the decision of the Appeals Panel may affect another party to the extent that the other party would have recourse to an appeal in their own right under this policy, that party may apply to the Appeals Panel in writing and upon approval from the Appeals Panel will become a party to the appeal in question and in that event will be bound by its outcome.
- h) A representative or advisor, including legal counsel may accompany any of the parties.
- i) The Appeals Panel may direct any other person to participate or present evidence in the appeal.
- j) Unless otherwise agreed by the parties, there will be no communication between the Appeals Panel and the parties except in the presence of, or by copy to, the other parties.

17.12 Procedure for Documentary Appeal

- a) Where the Appeals Panel has determined that the appeal will be held by way of documentary submissions, it will govern the appeal by such procedures as it deems appropriate provided that:
 - b) All parties are given a reasonable opportunity to provide written submissions to the Appeals Panel, to review written submissions of the other parties, and to provide written rebuttal and argument; and
 - c) The applicable principles and timelines set out in Section 17.11 are respected.

17.13 Appeal Decision

- a) Within fourteen (14) days of concluding the appeal (unless otherwise approved by the VMFL Executive upon request by the Appeals Panel), the Appeals Panel will issue its written decision, with reasons. In making its decision, the Appeals Panel will have no greater authority than that of the original VMFL Decision Maker. The Appeals Panel may decide to:
 - (i) Reject the appeal and confirm the decision being appealed; or
 - (ii) Uphold the appeal and refer the matter back to the initial VMFL Decision Maker for a new decision; or
 - (iii) Uphold the appeal and vary the decision; and

The Appeals Panel may determine how costs of the appeal, excluding legal fees and legal disbursements of any of the parties, will be allocated, if at all. The Appeals Panel may also decide to refund the appeal fee of \$250 to the Appellant.

- b) A copy of the decision will be provided to each of the parties and to the VMFL Executive.
- c) In extraordinary circumstances, the Appeals Panel may issue a verbal decision or a summary written decision, with reasons to follow, provided the written decision with reasons is rendered within the timelines specified in this policy.

17.14 Timelines. If the circumstances of the dispute are such that this policy will not allow a timely appeal, or if the circumstances of the disputes are such the appeal cannot be concluded within the timelines dictated in this policy, the Appeals Panel may direct that these timelines be revised.

17.15 Confidentiality. The discipline and complaints process is confidential involving only the parties, the Executive Director, or designate and case manager, if any. Once initiated and until a decision is released, none of the parties will disclose confidential information relating to the discipline or

complaint to any person not involved in the proceedings (other than for the purposes of obtaining legal or other professional advice on a confidential basis in connection with the proceedings).

17.16 Final and Binding Decision

- a) The decision of the Appeals Panel will be binding on all parties and on all VMFL Participants, subject only to the provisions of further appeal, if any, in accordance with Dispute Resolution Policy of the BCCFA to the extent applicable to the VMFL and in effect at the time.
- b) No action or legal proceeding will be commenced against the VMFL (or any member of the VMFL Executive) in respect of a dispute, unless the VMFL has refused or failed to abide by the provisions for appeal and/or dispute resolution as set out herein.

PART 18 ADMINISTRATION

Votes and Meetings

- 18.1 VMFL meetings to be held on the 1st Wednesday of each month as needed
- 18.2 If an Association President is unable to attend a Presidents' meeting, the Association President must provide in writing to the VMFL secretary the name of the person who may vote in place of the President, if unable to attend due to illness, work, or holidays. All information will only be sent to the Association Presidents and it will be up to each Association President to communicate with their designate.
- 18.3 Associations will be assessed a charge of \$250.00 for a missed meeting.
- 18.4 Each Association has one vote at all meetings of the Association Presidents (unless otherwise required or permitted pursuant to the Society Act or the constitution, bylaws of the VMFL, as the case may be).
- 18.5 An Association will not have a vote at any meeting of the VMFL unless and until that Association has paid in full all fines and fees then due and owing to the VMFL. This applies to the VMFL's Annual General Meeting ("AGM") or at any meeting of the Associations called by the VMFL.
- 18.6 All Associations must join the BCCFA and attend meetings of the members of the BCCFA. There will be additional fees payable by an Association if that Association has one or more teams qualify for BCCFA finals.
- 18.7 VMFL teams that qualify for the BCCFA Provincial Finals shall have their fees paid for that event by the VMFL as long as funds are available.

Rules and Handbooks

- 18.8 The VMFL will supply each Association with one (1) handbook for each team they had entered in the VMFL at the conclusion of the immediately previous VMFL Regular Season, plus 2 extra copies.
- 18.9 All rule changes must be submitted to the VMFL Commissioner 30 days prior to the VMFL Annual General Meeting (AGM).

- 18.10 No special meetings will be called to debate the merits of a motion or handbook rule approved by Association Presidents.
- 18.11 The VMFL Executive will only enforce motions and handbook rules approved by the Association Presidents.
- 18.12 A VMFL Executive review committee shall be available to review situations or incidents not covered by the VMFL handbook or irregularities that the committee becomes aware of.
- 18.13 A written protest is a statement of disapproval only and does not take the place of a grievance, complaint or appeal.
- 18.14 **Notices and Information to VMFL.** Each Association must
- a) Include the VMFL in notification of the Association's Annual General Meeting (AGM) or any extraordinary meeting of the members of the Association.
 - b) Submit in writing to the VMFL secretary within 30 days of the Associations' AGM a complete list with contact information of the Association's directors and/or executive members. Failure to do so will result in a \$250.00 fine
 - c) must provide a copy of stamped form 11 or certificate of good standing to the VMFL Secretary by no later than June 1st in each VMFL Season
 - d) provide to the VMFL, upon request ,within 30 days of the Association's AGM, a copy of the Association's most recent Financial Statement, the Constitution, current by-laws and Form 11 as filed with the office of the registrar of Companies for the Province of British Columbia. If not provided, the Association will not be eligible for the scheduling of games. (Passed April 1998)

Team Declarations, Pre-Season Tournaments and Scheduling

- 18.15 Each Association must in each VMFL Season declare in writing delivered to the VMFL Secretary by August 1st, a list of the teams (by name and division) that the Association wishes to enter for VMFL scheduling. Associations who do not follow this will be assessed a fine of \$1000.00 and may not be eligible for the scheduling of games for the ensuing VMFL Regular Season.

Each Association must in each VMFL Season

- a) provide in writing and delivered to the VMFL Secretary by August 1st, a preliminary roster (substantially in the form set out in Appendix C) for each of the teams it wishes to declare pursuant to subsection 18.15(b). These preliminary rosters need not be verified but must list each of the players (including names and birth dates) for each of the teams the Association wishes to declare and otherwise must represent an accurate, honest and in good faith list of the layers who are in fact duly registered for each such team (and recorded as such with the BCCFA through its online registration system if applicable) as of the date the preliminary roster is delivered to the VMFL Secretary:
- b) declare in writing and delivered to the VMFL Secretary by August 1st, a list of the teams (by name and preferred division, i.e. 9-man or 12-man) that the Association wishes to enter for VMFL scheduling. Final allocation of teams to division will be at the discretion of the "Allocation Committee" comprised of the League Commissioner(s) and Scheduler, based on the following principles:

- There shall be a minimum of four teams per division.
- Any team meeting the minimum roster requirements for their preferred division will be assigned to that division, except where a 9-man division has three teams declared the committee may reassign the declared 12-man team with the lowest number of players required to be dressed for a game as set out in the last column in the table set out following subsection 7.1(c) must also pay to the VMFL a deposit of \$500.00 (a “Roster Deposit”) for each such team that is below this minimum number of players. Associations who do not follow this procedure or who falsely or negligently submit a required roster, in addition to and not in replacement or limitation of any other applicable fines, penalties, sanctions or remedies available to the VMFL, will be assessed a fine of \$1000.00 and may not be eligible for the scheduling of games for the ensuing VMFL Regular Season. Each Roster Deposit will be held by the VMFL and may be applied by the discretion of the VMFL Executive towards payment of any forfeit fees, fines or other amounts that become payable by the Association by reason of such Low Roster Team forfeiting any games during that VMFL Season. Within a reasonable time period following the conclusion of the VMFL Season, the VMFL will refund to the Association the amount of any remaining and unapplied portion of the Roster Deposit.

- 18.16 Any team withdrawn by an Association after the August 1st declaration date will result in a \$1000.00 fine per instance assessed to and payable by that team’s Association to the VMFL.
- 18.17 Associations who drop or fold teams after three weeks of the start of first league game of the VMFL regular season will forfeit each game of the remainder of the schedule at the normal forfeiture game cost payable immediately in advance and in addition of a team dropped or folded by an Association is a Low Roster Team, the Association will further forfeit the Low Roster Deposit in full.
- 18.18 Prior to the VMFL yearly scheduling, all VMFL Associations will have their football insurance fees paid in full to Football BC and all other VMFL fees, dues or fines shall be paid in full or that Association will not be scheduled to play games for that VMFL Season
- 18.19 All Associations hosting summer or pre-season tournaments must first obtain approval and sanctioning by the VMFL. A list of all participating teams must be submitted in writing by the host Association to the VMFL for approval and so that the VMFL has a list of teams participating in the tournament. All tournament and exhibition games with VMFL teams will be subject to VMFL rules and policies with respect to the conduct of players and coaching staff.

Administering fines, penalties and donations

- 18.20 All cash fines and penalties collected by the VMFL pursuant to this Handbook will be paid out to one or more charitable or philanthropic causes as determined by Majority Resolution. If no charity or cause is determined by Majority Resolution in any year, the money will be donated to the Make a Wish Foundation.
- 18.21 Unless otherwise determined by Majority Resolution, Associations will in respect of each VMFL Season donate \$0.20 per offensive point. Amounts will be invoiced annually by the VMFL Executive (treasurer or other person appointed for such purpose) and funds shall be payable by each Association within 30 days of the date of the receipt of the invoice in writing. The funds collected by the VMFL will be paid out to one or more charitable or philanthropic causes as determined by Majority Resolution. If no charity or philanthropic cause is otherwise determined by Majority Resolution, the money collected by the VMFL will be donated to the Make a Wish Foundation.



Vancouver Mainland Football League

PLAYER EDUCATION GRANT APPLICATION FORM

Name: _____ Age: _____ Birth date: _____ / _____ / _____
Last First Middle YYYYY MM DD

Address: _____ School Attending(ed): _____

Postal Code: _____ - _____ Phone: (_____) _____ - _____ Last Grade Completed: _____

Football Association: _____

Team Name: _____ Last Division played: _____

Head Coach: _____ Coach's Phone #: (_____) _____ - _____

Please Note: You will need to supply a copy of your most recent academic standing from your previous and/or present school year as well as a one page personal letter indicating your reasons for applying for this scholarship.

Work Experience:

1) _____ Duties: _____
Employer

2) _____ Duties: _____
Employer

3) _____ Duties: _____
Employer

Social/Volunteer Experience:

1) _____ Activities: _____
Association

1) _____ Activities: _____
Association

1) _____ Activities: _____
Association

Attach references from team head coaches, club presidents, school teachers, community representatives, employers, etc.

For Office Use Only

References Checked: _____ Applicant Successful: Yes _____ No _____ Trust Account Information: _____

Appendix A

VANCOUVER MAINLAND FOOTBALL LEAGUE

PLAYER EDUCATION GRANT

Each year the Vancouver Mainland Football League (VMFL) will award a \$500.00 education grant to a qualifying Bantam player, Midget player and Senior Cheerleader. However in the event a player receives a grant at the Bantam level, the player will not be eligible at the Midget Level. Players and Cheerleaders must be in their senior year of each level (17 year olds are permitted at the Midget and Cheerleading levels).

The grant is to be used for post secondary education at the university, college, Technical or vocational level. Correspondence or night school programs may not be acceptable.

Criteria used to determine recipients will be:

- football ability
- football work ethics, such as attendance at practices and games, behavior and leadership abilities, sportsmanship
- academic standing
- community volunteer and/or employment documentation
- general attitude

A personal interview may be required and will be at the discretion of the Committee.

Determination will be based on a 100 point system:

- football ability - possible 30 pts
- academic standings – possible 40 pts
- attitude and personal ethics – possible 10
- volunteer and/or work experience

References for the above could come from head coaches, association presidents, teachers, community representatives, employers, etc. Academic records must be included.

Players wishing to be considered for a grant must apply in writing to the VMFL Education Grant Committee by December 31 of the current year. All references, including academic records, must accompany application.

Legal documentation will be drawn up and monies held in trust by the VMFL. Education Grant funds must be used before the recipient's 22nd birthday. On behalf of the recipient, a certified cheque and covering letter from the VMFL will be issued to the accredited institution chosen. In the event of cancellation of enrollment, the monies shall be refunded to the VMFL.



VMFL 10 PLAY MONITOR FORM

TEAM: _____

LOCATION: _____

DATE: _____

Player NO

1	1	2	3	4	5	6	7	8	9	10
2	1	2	3	4	5	6	7	8	9	10
3	1	2	3	4	5	6	7	8	9	10
4	1	2	3	4	5	6	7	8	9	10
5	1	2	3	4	5	6	7	8	9	10
6	1	2	3	4	5	6	7	8	9	10
7	1	2	3	4	5	6	7	8	9	10
8	1	2	3	4	5	6	7	8	9	10
9	1	2	3	4	5	6	7	8	9	10
10	1	2	3	4	5	6	7	8	9	10
11	1	2	3	4	5	6	7	8	9	10
12	1	2	3	4	5	6	7	8	9	10
13	1	2	3	4	5	6	7	8	9	10
14	1	2	3	4	5	6	7	8	9	10
15	1	2	3	4	5	6	7	8	9	10
16	1	2	3	4	5	6	7	8	9	10
17	1	2	3	4	5	6	7	8	9	10
18	1	2	3	4	5	6	7	8	9	10
19	1	2	3	4	5	6	7	8	9	10
20	1	2	3	4	5	6	7	8	9	10
21	1	2	3	4	5	6	7	8	9	10
22	1	2	3	4	5	6	7	8	9	10
23	1	2	3	4	5	6	7	8	9	10
24	1	2	3	4	5	6	7	8	9	10
25	1	2	3	4	5	6	7	8	9	10
26	1	2	3	4	5	6	7	8	9	10
27	1	2	3	4	5	6	7	8	9	10
28	1	2	3	4	5	6	7	8	9	10
29	1	2	3	4	5	6	7	8	9	10
30	1	2	3	4	5	6	7	8	9	10
31	1	2	3	4	5	6	7	8	9	10
32	1	2	3	4	5	6	7	8	9	10
33	1	2	3	4	5	6	7	8	9	10
34	1	2	3	4	5	6	7	8	9	10
35	1	2	3	4	5	6	7	8	9	10
36	1	2	3	4	5	6	7	8	9	10

APPENDIX B



Vancouver Mainland Football League

RELEASE FORM

This release form confirms that the player noted below has returned all equipment and does not owe any monies to the association he/she is leaving.

To be completed by the old association

Name of Player:

Association:

Association President Signature:

To be completed by the new association

New Association:

This release form needs to be completed by the president of the association the player is leaving.

Hand this form in with your registration to the association you are joining.

A copy of this form needs to be faxed to **(604) 539-0394** by the new association



Vancouver Mainland Football League

VMFL PLAYER RELEASE FORM

I _____ request my release as a player from
_____ association in accordance with the VMFL Handbook,
(Section 24 C) and I request transfer to _____ association.

This release form, when properly completed will allow a player to transfer from a particular association before the frozen roster date of the VMFL. It would be understood that neither the player nor parents/guardians were contacted or recruited by any members of the association which the player wishes to transfer to. Players must insure that all football equipment, playbooks, fees and/or any other items they have obtained while a member of the association is returned in proper order prior to any transfer.

THE ABOVE STATEMENT IS UNDERSTANDABLE AND AGREEABLE

Player's Signature

Date

Parent/Guardian's Signature

Date

President's Signature (present association)

Date

President's Signature (transfer association)

Date

NOTE: The association president that the player is transferring to will forward a copy of this form to the VMFL office, within 7 days of completion.



Vancouver Mainland Football League

STAR BOWL NOMINATION BALLOT

POSITION	PLAYER	WT	HT	AGE	Supporting Info
QB					
RB					
FB					
TE/SB					
WR					
C					
OG					
OT					
Kicker					
Punter					
DE					
DT					
ILB					
OLB					
CB					
DB					
S					

Offensive Player of the Year: _____

Defensive Player of the Year: _____

Lineman of the Year: _____

MVP of the Year: _____

Association: _____ Head Coach: _____



VMFL ROSTER FORM

OFFENSE

Starting Line-Up

DEFENSE

POS	NO	NAME
QB		
RB		
FB		
WR		
WR		
SB/TE		
SB/TE		
C		
G		
G		
T		
T		

POS	NO	NAME
DE		
DE		
DT		
DT		
LB		
LB		
LB		
CB		
CB		
DB		
DB		-
S		

Note: Suggested division of roster so that player participation rule can be easily followed:
 Roster of 36 = 12 Subs, 6 Offense + 6 Defense + 24 Individual Starters

Sub Roster Players

OFFENSE

POS	NO	NAME
1		
2		
3		
4		
5		
6		

DEFFENSE

POS	NO	NAME
7		
8		
9		
10		
11		
12		



VMFL PLAYOFF 10-15 PLAY MONITOR FORM

TEAM: _____

LOCATION: _____

DATE: _____

Player NO

1		1		2		3		4		5		6		7		8		9		10		11		12		13		14		15
2		1		2		3		4		5		6		7		8		9		10		11		12		13		14		15
3		1		2		3		4		5		6		7		8		9		10		11		12		13		14		15
4		1		2		3		4		5		6		7		8		9		10		11		12		13		14		15
5		1		2		3		4		5		6		7		8		9		10		11		12		13		14		15
6		1		2		3		4		5		6		7		8		9		10		11		12		13		14		15
7		1		2		3		4		5		6		7		8		9		10		11		12		13		14		15
8		1		2		3		4		5		6		7		8		9		10		11		12		13		14		15
9		1		2		3		4		5		6		7		8		9		10		11		12		13		14		15
10		1		2		3		4		5		6		7		8		9		10		11		12		13		14		15
11		1		2		3		4		5		6		7		8		9		10		11		12		13		14		15
12		1		2		3		4		5		6		7		8		9		10		11		12		13		14		15
13		1		2		3		4		5		6		7		8		9		10		11		12		13		14		15
14		1		2		3		4		5		6		7		8		9		10		11		12		13		14		15
15		1		2		3		4		5		6		7		8		9		10		11		12		13		14		15
16		1		2		3		4		5		6		7		8		9		10		11		12		13		14		15
17		1		2		3		4		5		6		7		8		9		10		11		12		13		14		15
18		1		2		3		4		5		6		7		8		9		10		11		12		13		14		15
19		1		2		3		4		5		6		7		8		9		10		11		12		13		14		15
20		1		2		3		4		5		6		7		8		9		10		11		12		13		14		15
21		1		2		3		4		5		6		7		8		9		10		11		12		13		14		15
22		1		2		3		4		5		6		7		8		9		10		11		12		13		14		15
23		1		2		3		4		5		6		7		8		9		10		11		12		13		14		15
24		1		2		3		4		5		6		7		8		9		10		11		12		13		14		15
25		1		2		3		4		5		6		7		8		9		10		11		12		13		14		15
26		1		2		3		4		5		6		7		8		9		10		11		12		13		14		15
27		1		2		3		4		5		6		7		8		9		10		11		12		13		14		15
28		1		2		3		4		5		6		7		8		9		10		11		12		13		14		15
29		1		2		3		4		5		6		7		8		9		10		11		12		13		14		15
30		1		2		3		4		5		6		7		8		9		10		11		12		13		14		15
31		1		2		3		4		5		6		7		8		9		10		11		12		13		14		15
32		1		2		3		4		5		6		7		8		9		10		11		12		13		14		15
33		1		2		3		4		5		6		7		8		9		10		11		12		13		14		15
34		1		2		3		4		5		6		7		8		9		10		11		12		13		14		15
35		1		2		3		4		5		6		7		8		9		10		11		12		13		14		15
36		1		2		3		4		5		6		7		8		9		10		11		12		13		14		15



Vancouver Mainland Football League

PLAYER PARTICIPATION FORM Championship Game Only

This form is to be completed and delivered to the League Commissioner 24 Hours prior to the VMFL Championship Game Starting. Failure to comply will result in "Forfeiture of Game". All players on the Roster shall have fair participation in the game and the plays will be as follows.

**Flag, Atom and Girls each player must participate in at least 10 plays.
Peewee, Junior Bantam and Bantam:
> 24 or less players, each player must participate in at least 15 plays
> 25 or more players, each player must participate in at least 10 plays.**

PLAYERS NAME: _____ JERSEY # _____ DIVISION: _____

ASSOCIATION: _____ TEAM: _____

The above registered Football Player will not be able to participate in the VMFL Championship Game as indicated below:

A) Sick (should not be present) _____
(Explain illness)

B) Injured (can sit on Team Bench) _____
(Explain extent of Injury)

C) Discipline (not complying with team rules) _____

(Explain situation and how many plays player will play if any)

NOTE: Parent or Guardian shall be contacted and an explanation given to why the player is listed in "A, B or C". The Parent or Guardian will sign the form to acknowledge and agree what has taken place.

Parent or Guardian's Signature Date () Phone Number

Head Coach's Signature Association President's Signature



Vancouver Mainland Football League

VMFL CHAMPIONSHIP PLAYER RELEASE FORM

Prior to the VMFL CHAMPIONSHIP game, each team must provide their frozen roster to the Game Commissioner, if any player has been deleted from the team's original frozen roster, the parent must acknowledge their child's removal from the final frozen roster. This release must be signed off by the Head Coach of the team and the President of the Association. This player release form must be delivered to the League Commissioner 48 hours prior to the game. If the reason for the release of the player is considered not justified by the VMFL EXECUTIVE, the association team will be disqualified from participating in the VMFL CHAMPIONSHIPS.

Player's Name _____ Association _____

Team _____ Division _____

Reason for Release _____

Signature of Parent / Guardian _____

Signature of Head Coach _____

Signature of Association President _____



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VMFL Coaches Code of Conduct

Appendix L

Purpose

1. The purpose of this Coaches Code of Conduct is to ensure a safe and positive environment within VMFL by making all Coaches, (including Head Coaches, Assistant Coaches and Associate Coaches) aware that there is an expectation of appropriate behavior at all times.
2. Conduct that violates this Coaches Code of Conduct may result in the removal or suspension of the Coach.

Application of this Policy

3. This Coaches Code of Conduct applies to all Coaches relating to conduct that that may arise during the course of VMFL business, activities and events, including but not limited to, office environment, competitions, practices, games, tournaments, training camps, travel, and any meetings.
4. This policy applies to conduct that may occur outside of VMFL business and events when such conduct adversely affects relationships within the VMFL and its work and sport environment and is detrimental to the image and reputation of the VMFL.

Responsibilities

5. All Coaches will comply with the following:
 - a) Maintain and enhance the dignity and self-esteem of VMFL Members and other individuals by:
 - i. Demonstrating respect to individuals regardless of body type, physical characteristics, athletic ability, gender, ancestry, color, ethnic or racial origin, nationality, national origin, sexual orientation, age, marital status, religion, religious belief, political belief, disability or economic status;
 - ii. Acting, when appropriate, to prevent or correct practices that are unjustly discriminatory; and
 - iii. Consistently treating individuals fairly and reasonably.
 - b) Refrain from any behavior that constitutes harassment, where harassment is defined as comment or conduct directed towards an individual or group, which is offensive, abusive, racist, sexist, degrading or malicious. Types of behavior that constitute harassment include, but are not limited to:
 - i. Written or verbal abuse, threats or outbursts;
 - ii. The display of visual material which is offensive or which one ought to know is offensive;
 - iii. Unwelcome remarks, jokes, comments, innuendos or taunts;
 - iv. Leering or other suggestive or obscene gestures;
 - v. Condescending or patronizing behavior which is intended to undermine self-esteem, diminish performance or adversely affect working conditions;
 - vi. Practical jokes which cause awkwardness or embarrassment, endanger a person's safety or negatively affect performance;
 - vii. Any form of hazing;
 - viii. Unwanted physical contact including touching, petting, pinching or kissing;
 - ix. Unwelcome sexual flirtations, advances, requests or invitations;



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- x. Physical or sexual assault;
 - xi. Behaviors such as those described above that are not directed towards individuals or groups but have the same effect of creating a negative or hostile environment; or
 - xii. Retaliation or threats of retaliation against an individual who reports harassment.
- c) Refrain from any behavior that constitutes sexual harassment, where sexual harassment is defined as unwelcome sexual comments and sexual advances, requests for sexual favors, or conduct of a sexual nature. Types of behavior that constitute sexual harassment include, but are not limited to:
- i. Sexist jokes;
 - ii. Display of sexually offensive material;
 - iii. Sexually degrading words used to describe a person;
 - iv. Inquiries or comments about a person's sex life;
 - v. Unwelcome sexual flirtations, advances or propositions;
 - vi. Persistent unwanted contact;
 - vii. Sexual assault.
- d) Creating an atmosphere of good sportsmanship and respect for the players to develop within;
- e) Giving all players the opportunity to improve their skills, gain confidence and develop self-esteem;
- f) Coaches must abide by the rules and policies as set out in the VMFL handbook.
- g) Coaches are to familiarize themselves with the rules, techniques and strategies of football. In addition to being a positive role model for the players.
- h) Never openly criticize players, coaches, parents, officials or association members. Coaches must reserve constructive criticism for private meetings arranged with appropriate party(s).
- i) Agree to follow directives issued by the Association and VMFL Executive Board and/or Coaches Committee whether written or verbal.
- j) Use of tobacco products, drugs or alcoholic beverages is prohibited on game or practice fields or near or around players of the team.
- k) In the case of adults, avoid consuming alcohol in situations where minors are present, and take reasonable steps to manage the responsible consumption of alcoholic beverages in adult-oriented social situations associated with VMFL events.
- l) Coaches will not allow an ineligible or injured player to participate in practices or games.
- m) Coaches agree to inform the association president or Coaches Committee of any challenges with a player or parent immediately as the incident arises.
- n) The use of profanity or abusive language toward a player, official, parent, volunteer, or spectator is prohibited at all times.
- o) Coaches will abide by home association and park rules when playing opposing teams at visiting parks.
- p) Coaches are to check and ensure all players are fit and properly equipped before allowing them to participate in a practice or game.
- q) Coaches will read and acknowledge the responsibilities as stated in the VMFL Policy Manual attached to this document.
- r) Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities.
- s) Respect the property of others and not willfully cause damage.



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VMFL Coaches Code of Conduct

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- t) Abstain from the non-medical use of drugs or the use of performance-enhancing drugs or methods.
- u) Comply at all times with the Constitution, Bylaws, policies, rules and regulations of the VMFL, as adopted and amended from time to time.
- v) Adhere to all Federal, Provincial, or Municipal laws.

Additional Coaches Responsibilities

6. The principal of respect for all participants challenges coaches to act in a manner respectful of the dignity of all participants in Football. Fundamental to this principal is the basic assumption that each person has value and is worthy of respect.
7. In addition to paragraph 5 above, **Coaches** have additional responsibilities. The athlete-coach relationship is a privileged one and plays a critical role in the personal as well as athletic development of their athletes. Coaches must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it. Coaches will at all times:
 - a) Be aware of significant pressure in a players' life, e.g. school, family, and financial pressure, and coach in a manner that fosters positive life experiences.
 - b) Be acutely aware of the power in coaching relationships and, therefore, avoid intimacy with players, both during coaching and during that period following coaching when imbalance in power could jeopardize effective decision-making.
 - c) At no time engage in an intimate or sexual relationship with an athlete of under the age of 18 years.
 - d) Abstain from and refuse to tolerate in others all forms of harassment and loss of self-esteem.
 - e) Act toward players, other coaches, parents and officials in a manner characterized by courtesy, good faith and respect.
 - f) Recognize and address harmful personal practices of others in football, e.g. drugs and alcohol, physical and mental abuse, and misuse of power.
 - g) Strive to be fully present, physically and mentally, in the performance of coaching duties.
 - h) Ensure players train and perform in suitable and safe settings.
 - i) Act in the best interest of the player development as a whole person.
 - j) Be honest, sincere and honorable in all relationships with players, parents, officials and other coaches.
 - k) No use of Tobacco products around the team or field.
 - l) Ensure a safe environment by selecting activities and establishing controls that are suitable for the age, experience, ability and fitness level of athletes, including educating athletes as to their responsibilities in contributing to a safe environment;
 - m) Prepare athletes systematically and progressively, using appropriate time frames and monitoring physical and psychological adjustments while refraining from using training methods or techniques that may harm athletes;
 - n) Avoid compromising the present and future health of athletes by communicating and cooperating with sport medicine professionals in the diagnosis, treatment and management of athletes' medical and psychological problems;

Head Coach



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8. The Coaching staff is under the direction of the Head Coach; all other coaches will be considered Assistant Coaches.

9. The Head Coach will:
 - a) Be responsible for the players of his/her team and will make sure all players are picked up or other arrangements are made before the Head Coach shall leave the park, both practice and games.

 - b) In the absence of the Head Coach, appoint an Acting Head Coach for any VMFL game.

 - c) Assume responsibility for the actions and behavior of all his/her Assistant Coaches.

 - d) Have final responsibility for his/her actions, also of his/her Assistant Coaches, players, staff and parents. They are also responsible for any and all misconduct by anyone on their sidelines before, during and after a game, including but not limited to taunting, fighting, and verbal abuse of officials. These actions can result in game suspensions by either the league commissioner or the VMFL Executive.

Acknowledgement

10. I have read and understand the items in this Coaches Code of Conduct and agree to abide by the provision as they are set forth in this document. I have also read, understand and agree to the VMFL 'Coaches Responsibilities' as written above.

11. I understand that non-compliance to the Code of Conduct can result in my suspension, removal or further action taken by the VMFL Executive.



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Association: _____

Team Name: _____ **Division:** _____

President: _____

Head Coach: _____

Print Name: _____ Signed _____ Date _____

Assistants:

Print Name: _____ Signed _____ Date _____

Print Name: _____ Signed _____ Date _____

Print Name: _____ Signed _____ Date _____

Print Name: _____ Signed _____ Date _____

Print Name: _____ Signed _____ Date _____

APPENDIX M
VMFL COMMISSIONER GAME DAY REPORT
SUBMISSION INSTRUCTIONS

Commissioner reports and rosters are to be scanned by game into a **PDF File**.

Each game is to be **scanned and saved into its own separate file**.

Each of the files **must** be named in the following way:

*Month-Day-Year Association (first six digits or the first 3 of each name) Game
Time (military) Division (first 2 digits)*

IE: 09-05-2011 Clover 0900 FI
IE: 09-05-2011 RoyCit 1000 AT
IE: 09-05-2011 NorDel 1230 PW
IE: 09-05-2011 WhtRck 1330 JB
IE: 09-05-2011 SouDel 1230 B
IE: 09-05-2011 Richmo 1330 MI

Note if there are both 9 and 12 man divisions in the VMFL then identify the appropriate division by adding 9 or 12- e.g. JB9 or JB12, or B9 or B12 etc

IE: 09-05-2011 Burnab 1430 JB9
IE: 09-05-2011 Coquit 1600 B12

Send the files for each game by email to the applicable 9man or 12man Commissioner for the division:

For 9 man Divisions (including **Flag, Atom, and 9 Man** divisions of Peewee, Jr. Bantam, Bantam and Midget), the PDF files for the commissioner reports and rosters for are to be sent to:

commish9@vmfl.ca

For 12 man Divisions (the **12 man divisions** for Peewee, Junior Bantam, Bantam and Midget), the PDF files for the commissioner reports and rosters for are to be sent to:

commish12@vmfl.ca

SCORES are to be emailed to: **scores@vmfl.ca**

within two hours of the last game at your park.

- **All game reports need to be emailed by midnight game day**
- **All Scores are to be emailed to scores@vmfl.ca within two hours of the last game at your park.**

APPENDIX "N"

INCIDENT REPORT

Date and time of incident: _____

Name of writer: _____ Position: _____

Location of Incident: _____

Individual(s) involved in the incident:

Objective description of the incident (please be concise, accurate and non-judgmental):

Names of individuals who observed the incident:

Disciplinary action that was taken (if applicable):

Signature of writer: _____ Date: _____