

# Pleasanton Junior Football League, Inc. By-Laws

## Article I. OBJECTIVE

### Section 1.01 The Objective

PLEASANTON JUNIOR FOOTBALL LEAGUE, INC., hereinafter referred to as 'P.J.F.L.', shall be to implant firmly in the boys and girls of the community the ideals of good sportsmanship, honesty, loyalty, courage and respect for authority, so that they may be well adjusted, stronger and happier boys and girls and will grow to be good, decent, healthy and trustworthy men and women. To familiarize the players with the fundamentals of regulation tackle football and in so doing to firmly implant the ideals of good sportsmanship, honesty, loyalty, courage, and respect for authority. To provide an equal opportunity for all participants to play in a supervised, organized and safety oriented manner without consideration of talent. To keep the players free of any adult ambition and personal glory so they may be well adjusted and happier children, able to grow to be good decent adults.

### Section 1.02 Achievement of Objective

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

## Article II. MEMBERSHIP

### Section 2.01 Eligibility

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

### Section 2.02 Suspension or Termination

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

#### (a) Member

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

#### (b) Player

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

## Article III. EXECUTIVE BOARD OF DIRECTORS

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

### Section 3.01 Board Members

The Executive Board of Directors consists of the President, Vice President, Treasurer, Secretary and Player Agent.

- (a) The past President is automatically a member of the Board of Directors for the following year.
- (b) The number of board members may be increase or decrease at the Annual Meeting or at any subsequent meeting.
- (c) The Executive Board of Directors shall be able to have direct participation with any team in P.J.F.L..

### Section 3.02 Responsibility

- (a) President

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

- (i) Duty  
He/she shall preside at all meetings of the members and the Executive Board of Directors.
  - (ii) Power  
He/she, or such other officers as he/she may designate in writing, shall have the power to make and execute for and in the name of P.J.F.L. such contracts and leases as may have received the prior approval of the Executive Board of Directors.
  - (iii) Annual Budget  
He/she shall see that an annual budget is prepared and submitted to the Executive Board of Directors and be responsible for its execution.
  - (iv) Investigate complaints  
He/she shall investigate complaints, irregularities and conditions detrimental to the P.J.F.L. and report them to the Board as circumstances warrant.
  - (v) Meeting Agenda  
He/she shall prepare an agenda of business to come regularly before the Board and general membership meetings.
  - (vi) Special Committees  
He/she shall appoint such special committees, as he/she deems necessary at any time, or by the majority vote of the members at any regular meeting.
  - (vii) Official Documents  
He/she shall be responsible at the end of his/her term of office to see that all official documents are transferred to the new President, and that all of his/her officers do likewise.
- (b) Vice President  
He/she shall, in the absence or disability of the President, and provided the President or Executive Board of Directors so to act, shall perform the duties of the President and shall have all powers of the office authorizes him. He/she shall have other duties as assigned to him/her by the Executive Board of Directors or by the President.
    - (i) Committees Assignment  
He/she shall be an ex-officio member of all committees.
- (c) Secretary  
He/she shall be responsible for recording the activities of the P.J.F.L. and maintaining appropriate files, mailing lists and necessary records. In addition to these duties, he/she maybe assigned other duties by the Executive Board of Directors.
    - (i) Minutes of the Meetings  
He/she shall keep the minutes of the meetings of the members, the Executive Board of Directors and the Executive Committee and keep them with the official records of the P.J.F.L. which are to be maintain on the website.
    - (ii) Correspondence  
He/she shall conduct all correspondence not otherwise specifically delegated in connection with meetings, and shall be responsible for carrying out all orders, votes and resolutions not otherwise committed.
    - (iii) Notification Duties  
He/she shall notify members, directors, officers and committee members of their election or appointment.
- (d) Treasurer

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

(i) Fund Deposits

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

(ii) Duties

He/she shall keep a detailed record of all income and disbursements of all moneys and securities of the P.J.F.L. and at the same time prepare the President or the Executive Board of Directors requests.

(iii) Payment of Expenditures

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

(iv) Monthly Reporting Requirements

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

(v) Annual Financial Report.

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

(e) Player Agent

He/she shall record all player transactions and maintain an accurate and up-to-date record thereof. He/she shall maintain an up to date record of all team members throughout the season.

(i) Player Assignment

He/she shall receive and review applications for player candidates, check weight and age eligibility of players. Shall conduct all player assignment with the assistance of the Player Agent Committee and selection meetings.

1) Player Agent Committee

The Player Agent is the head of the "Player Agent Committee". The "Player Agent Committee" will consist of the President and VP. Additional members may be added to this committee by simple majority vote of the Player Agent Committee subject to the rules of a quorum.

- a) The purpose of the Player Agent Committee is to support the execution of the duties of the Player Agent and responsible for the review and assignment of player participants to each division

## Section 3.03 Elections

The Directors will be elected at the Annual Meeting

- (a) Candidates for directors may be nominated from the floor during the Annual.

## Section 3.04 Term of Office

The term of office will be one year or until the successors are elected. Directors are eligible for re-election.

- (a) Any Executive Board of Directors absent from three consecutive Board meetings with our prior excuse, may be removed.

## Section 3.05 Vacancies

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

(a) Resignations

Resignations from the Executive Board of Directors shall be submitted in

writing.

## Section 3.06 Powers

- (a) Special Meetings

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The President may call for a special meeting of the Executive Board of Directors.

- (i) The Secretary will give notice of each special meeting to each Executive Board of Director either by mail at least three days before the meeting, or by telephone or personal notices forty-eight (48) hours preceding the meeting. The notice shall include the purpose of the meeting.
- (b) Regular Meetings  
It is recommended that at least one regular meeting be held each month.
  - (i) Quorum
    - 1) A majority of the members of the Executive Board of Directors (at least five to meet two-thirds vote) shall constitute a quorum for the transaction of business.
    - 2) The vote of the majority of the Executive Board of Directors present at any Executive Board of Directors meeting shall be the vote of the Executive Board of Directors.
- (c) Indebtedness  
The Board shall have the power to incur indebtedness on behalf of the P.J.F.L., the terms and amounts of which shall be entered in the minutes of the Board. Any note, obligations or other evidence properly incurred, must be signed by any two of the following three officers: President, Vice President or Treasurer.
- (d) Discipline, Suspend, or Remove  
The Executive Board of Directors shall have the power to call a special meeting to discipline, suspend, or remove any Player, Director, Officer, Committee member, Coach, or Official of the P.J.F.L. in accordance with the procedure set forth in Article II, Section 2. Any resulting action shall require the vote of two-thirds (2/3) of the entire Board.

## Article IV. COORDINATORS

Immediately following the Annual Meeting, the past President shall chair a meeting of the Executive Board of Directors, with a quorum, for the purpose of appointing and voting on Coordinators to facilitate the day-to-day operations of the PJFL during the football season.

### Section 4.01 Coordinators

The Coordinators positions are designated as: Coaches/Division Coordinator, Equipment Manager Coordinator, Snack Bar Coordinator, Cheer Leader Coordinator, Team Parents Coordinator and Business Development Coordinator.

- (a) The number of Coordinators may be increase or decrease by the Executive Board of Directors as needed.
- (b) The Coordinators shall be able to have direct participation with any team in P.J.F.L., as amended February 2001.

### Section 4.02 Responsibility

- (a) Coaches/Division Coordinator.  
He/she will resolve player/parent/coach issues according to the by-laws of the league and in the best interest of the league.
  - (i) Duty  
He/she will support coaches to perform their duties and shall appoint and support Division Level Coordinators to coordinate each division.
    - 1) Coaches Committee  
He/she is the head of the "Coaches Committee". The "Coaches Committee" will consist of the President, VP, and the Player Agent. Additional members may be added to this committee by simple majority vote of the Coaches Committee, subject to the rules of a quorum, will appoint Head Coaches for each team in each Division, and approve all Assistant Head Coach.
    - 2) He/she will have authorization to remove coach or parent from the game pending any appeal to the league President in

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the event of a parent or coach showing abusive behavior toward a league referee.

- (b) Equipment Manager Coordinator.  
He/she will be responsible for the purchase and maintenance of all equipment necessary to operate the league in a safe manner. The equipment purchases will be approved by the Executive Board of Directors.
  - (i) Duty  
He/she will manage the equipment handout and collection each year. He/she will maintain an inventory of all equipment owned by the PJFL. He/she will provide periodic reports on the status of equipment. He/she will be financial liable if it proven that the individual was negligent in executing the duties of the position
- (c) Snack Bar Coordinator.  
He/she will be responsible for the purchase of products sold, maintenance and operation of the snack bar. The product purchases will be approved by the Executive Board of Directors. He/she is responsible for oversight and hiring of all help used to operate the snack bar. He/she will be financial liable if it proven that the individual was negligent in executing the duties of the position.
  - (i) Duty  
He/she will maintain an inventory of all products of the snack bar. He/she will provide periodic reports on the operation status of Snack Bar.
- (d) Cheerleader Coordinator.  
He/she will be responsible for the training, assignment and operation of all cheerleader activities.
  - (i) Duty  
He/she will assign all help used to manage the various cheerleader squads. He/she shall receive and review candidate applications and check eligibility. He/she will provide periodic reports on the operation status of all cheerleader activities. He/she will record all participant transactions and maintain an accurate and up-to-date record. He/she will conduct all assignment or selection meetings.

## Article V. COMMITTEES

Immediately following the Annual Meeting, the past President shall chair a meeting of the Executive Board of Directors, with a quorum, for the purpose of appointing committees to facilitate the day-to-day operations of the PJFL during the football season.

### Section 5.01 Responsibility

The Committees will be responsible for the assign task of the committee assigned by the Executive Board of Directors and will report directly to the Executive Board of Directors.

- (a) Executive Board of Directors may serve on committees or as chairman of committees or appointees
- (b) The number of Committees may be increase or decrease by the Executive Board of Directors as needed.
- (c) The Coordinators shall be able to have direct participation with any team in P.J.F.L.
- (d) The vote of the majority of the committee members present at any committee meeting shall be the vote of the committee.
- (e) Any committee member absent from three consecutive meetings without good cause may no longer be considered a member of that committee and may be replaced by the chairman.

## Article VI. COACHES

Applications for coaching positions will be taken by the Coaching Coordinator, and will be considered for coaching vacancies. All Head Coach & Assistant Coach candidates will be interviewed by the Coaches Committee. The Coaches Committee will evaluate the candidates and fill the coaches position annually.

### Section 6.01 Responsibility

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Head Coaches shall be responsible for the official game record for their team, assistant coaches, team players and family members. All Coaches are responsible for their actions on the field/off field and the proper conduct of each team player, parents, relatives and friends of player participants will adhere to the "Code of Conduct" which is posted on the website and signs posted on the field.

## Coaches, Parents, Relatives and Friends' CODE OF ETHICS

**I hereby pledge to provide positive support, care and encouragement for my son/daughter participating in youth sports by following this Code of Ethics.**

- I will encourage good sportsmanship by demonstrating positive support for all players, coaches, and officials at every game, practice or other youth sports event.
- I will place the emotional and physical well being of my son/daughter ahead of any personal desire to win.
- I will not use foul language, insults, derogatory gestures, or direct demeaning behavior (taunt) towards any player, coach, referee, parent or other participant involved in youth sports.
- I will insist that my son/daughter play in a safe and healthy environment.
- I will provide support for coaches and officials working with my son/daughter to provide a positive, enjoyable experience for all.
- I will demand a drug, alcohol and tobacco-free sports environment for my son/daughter and agree to assist by refrain from their use at all youth sports events.
- I will remember that the game is for the youth participants and not for the adults.
- I will do my very best to make youth sports fun for my son/daughter.
- I will ask my son/daughter to treat other players, coaches, fans, and officials with respect regardless of race, sex, creed, or ability.
- I will promise to help my son/daughter enjoy the youth sports experience within my personal constraint by assisting with coaching, being a respectful fan, providing transportation or whatever I am capable of doing.
- I will require that my son's/daughter's coach be trained in the responsibilities of being a youth sports coach and that the coach agree to the youth sports Coaches' Code of Ethics.
- I will read the NYSCA National Standards for Youth Sports and do everything in my power to assist all youth sports organizations to implement and enforce them.

**FAILURE TO ACT IN ACCORDANCES WITH THESE GUIDELINES WILL RESULT IN THE OFFENDING PARTY BEING BANNISHED FROM THE PLAYING FIELD.**

- (a) Coaches must attend the scheduled board meetings, mandatory coaches training meetings, player evaluations, equipment handouts and returns.. Failure to attend will result in a Ten Dollar (\$10.00) fine and/or suspension as directed by the Executive Board of Directors.
- (b) Coaches shall schedule their practices with the President.
- (c) It is the responsibility of the head coach to check for field closure. In the event the Sports Park is closed for practices, all teams are required to cancel field practices no matter if they practice at the Sports Park or not. If the Sports Park is closed for practices, the head coaches can decide to hold a non-field practice with a chalk talk or film practice.
- (d) Each head coach must at all times represent to, and instill in assistant coaches and players, the objectives of the Pleasanton Junior Football League.
- (e) Coaches must cooperate with and exhibit respect for the League Officials and game officials at all times.

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- (f) Coaches will not use any alcohol or drugs during a game or practice, will not criticize officials or opposing teams or players, will not allow ineligible players to participate, will not use or permit profane or abusive language, will refrain from running up the score by letting players shift positions, shall not receive financial benefit, will not commit an unsportsmanlike act, and will not teach the use of the helmet as a weapon. The Executive Board of Directors for any intentional violation of the By-Laws will suspend coaches.

## Article VII. FINANCIAL and ACCOUNTING

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

### Section 7.01 Equality for all Teams

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

### Section 7.02 League Fund Raising

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

- (a) The sponsors at season's completion will be awarded a plaque in recognition of their commitment to the PJFL.

### Section 7.03 Fund Disbursements

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

### Section 7.04 Salary Compensation

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

### Section 7.05 Banking Requirements

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

### Section 7.06 Dissolution of League Property

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

### Section 7.07 League Dissolution

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

## Article VIII. AMENDMENTS to BY-LAWS

These By-Laws may be amended or repealed in whole or part, by vote of two-thirds (2/3) of the Executive Board of Directors who are present at a regular first Board Meeting of the year. No amendment or repeal shall be voted upon without ten (10) days prior notice, in writing, to all Board Members other than the first Board Meeting of the year. The notice, over the signature of the

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Secretary or President, shall state the subject of the amendment and give the date, time and place of the meeting at which the amendment is proposed to be submitted to vote.

## Article IX. RULES of ORDER

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

## Article X. MEETINGS

At least one meeting of the general membership of this league shall be held monthly between March and November on the first Sunday of each month except on a holiday weekend. The date will be set by the President or the Executive Board of Directors.

### Section 10.01 Annual Meetings

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

### Section 10.02 Special Meetings

Special meetings of the Executive Board of Directors may be called at the discretion of a majority of the Executive Board of Directors, or the President. Upon the written request of at least eight members (member definition Article II Section 1), the President will be required to call a special meeting to consider a specific subject. No business other than that specified in the notice of the meeting shall be transacted at said meeting.

### Section 10.03 Notice of Meetings

The notice of any general meeting will be posted on the PJFL Website at least ten (10) days prior to the meeting. The notice will state the place, time, and purpose of the meeting.

### Section 10.04 Quorum

The presence in person of ten (10) members to include President or Vice President and two other Executive Board Directors will be necessary to constitute a quorum at the Annual Meeting or any monthly meeting.

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

### Section 10.05 Voting

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

- (a) A vote by the majority of the members present at any scheduled meeting shall be required before a motion, resolution or other action may be passed and approved.
- (b) Election of Executive Board of Directors shall be by plurality vote of the membership present at the Annual Meeting. Proxy vote shall be deemed a member present for this purpose.
  - (i) There shall be only one official ballot for the election of members of the Executive Board of Directors. Voting shall be by secret ballot. Ballots shall be counted by at least three independent judges nominated from the floor. If there are no more nominees than there are directors to be elected, balloting may be dispensed with by a unanimous vote of the membership.
- (c) Proxies will be permitted.
  - (i) All proxies must be in written form and must be given to a member who shall be present at the meeting.
  - (ii) A member may withdraw a proxy at any time.

## Article XI. FRANCHISING the PJFL

The PJFL reserves the right directly or indirectly through agents duly authorized by the PJFL to establish and operate franchises in other communities.

### Section 11.01 Franchise Agents



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The PJFL authorizes agents that are duly appointed and voted on at regular meetings to explore and establish relationships with individuals or other entities to bring the PJFL brand of football to that community.

## **Section 11.02 Franchise Board of Directors and Other Officers**

The PJFL reserves the right to approve and appoint Franchise Board of Directors and other Officers to operate and direct the new franchise.

## **Section 11.03 Franchise By-Laws and Operations**

All franchises, Executive Board of Directors, Officers and Agents will comply with existing PJFL by-laws and operational guidelines. No franchise, director, officer or agent will approve or promulgate any bylaw or guideline that is contrary to existing by-laws.

## **Section 11.04 Franchise Meetings**

A Board member of the PJFL or duly authorized agent of the PJFL must be in attendance at all franchise meetings. Any actions taken at franchise meetings must be ratified by the PJFL before they are finally implemented.

## **Section 11.05 Franchise Business and Miscellaneous Issues**

Any issues related to regular franchise business or issues establishing a franchise must be handled in accordance with PJFL by-laws and operating practices.

## **Section 11.06 Franchise Budgeting Reporting**

Franchises may not assume that the PJFL is obligated in any way shape or form to support the financial success of the franchise. The franchise must develop an operating budget consistent with PJFL guidelines and demonstrate that it will not have a budget deficit that exceeds 10% of fees collected from player participants during the first year. It must also have a clearly articulated plan to demonstrate that it will break even at the end of year two and show a 2% surplus in year 3.

## **Section 11.07 Franchise Naming Convention**

All franchise names will start with the name of the city or un-incorporated area, then "Football League" followed by "An Operating Franchise of the PJFL". For example "Livermore Football League An Operating Franchise of the PJFL".

## **Article XII. PLAYER and PLAYING RULES**

Players will not use any alcohol or drugs during a game or practice, will not criticize officials or opposing teams or players, will not use or permit profane or abusive language, shall not receive financial benefit, will not commit an unsportsmanlike act, and will not use of the helmet as a weapon. Players will be suspended by the Executive Board of Directors for any intentional violation of the By-Laws.

### **Section 12.01 Amenities**

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

### **Section 12.02 Equipment**

Players must wear PJFL issued equipment that includes but is not limited to the following items:

- Helmet
- Shoulder Pads
- Hip Pads
- Tail Pad

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- Knee Pads

Parents or Guardians must execute a waiver of liability in favor of the PJFL for any equipment referenced above that the player uses which is not issued by the PJFL.

## Section 12.03 Registrant

Registrant shall be six years old by August 1st, and not more than fourteen (14) years old by December 31st of the playing year. A Registrant is not eligible to play if they are in 9th grade or higher or any other educational equivalent (High School). Each registrant must attend the mandatory official weigh-in (registration, or physical exam). No player will be placed on a team unless they attend an official weigh-in conducted by the Player Agent. The Player Agent Committee will establish the final limits for each division by using the actual information obtained and verified through the mandatory official weigh-in process.

- (a) All players exceeding the maximum weight limit for the Bantam through the Advance divisions will be required to play in the next division up. All players exceeding the maximum weight limit for the Senior Division and Advance must play offensive or defensive line positions. At the discretion and majority vote of the "Player Agent Committee", the weight limit may be extended for an entire group of players based upon the group as a whole. No one player may be singled out to participate if other players above the league weight limit are not allowed to participate.
  - (i) Guidelines for Advanced and Seniors - top 20% in weight will be restricted to the line. Final weight determined by player agent committee.  
Offensive Line Tackle to Tackle not eligible to carry the ball, receive a pass or punt the ball.  
Defensive Line Defensive End to Defensive End not eligible to drop back into pass coverage
  - (ii) For all other divisions - final weight determined by player agent committee
- (b) More than 75% registrants must reside in Pleasanton and no more than 25% from the surrounding towns.
- (c) Any exceptions or waivers to this section must be approved by a majority vote of the Executive Board of Directors.

## Section 12.04 Registration

A complete player registration consists of:

- A valid P.J.F.L. application form.
  - Payment of the registration fee, as set by the Executive Board of Directors. (A fee waiver may be granted for any applicant at the discretion of the Executive Board of Directors of P.J.F.L.). Refunds of registration fees will be: prior to July 1<sup>st</sup> - 100% less processing fees, after July 1st - no refund.
  - A record of waiver form or physical examination, signed by the examining doctor on or after January 1st of the playing year. The League may provide a physical exam.
  - Official league weigh-in
  - Valid birth certificate, or any legal proof of age that must be presented to the League prior to the child being allowed to play. No applicant may be assigned to, or participate in, a team practice without complete registration.
- (a) No applications shall be accepted after midnight of the day of the first game of the season, or at a time set by the Executive Board of Directors.

## Section 12.05 Player Placement

The League will place players on a team per the player placement process. Players or parents cannot request to play on a team or for a coach.

- (a) Players will be placed into divisions based on ages of players at the end of the calendar year of the season and weight: Seniors (14 years), Advance (13 years), JV (12 years), Intermediate (11 years), Junior (9 &

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10 years) and Bantam (7 & 8 years). Above ages are to be used as guidelines, pending actual registration information each season.

- (b) The League will hold a player evaluation session where the head coaches in each division will rank, sort, and place the players in each division in the following manner in groups of 4 at the player evaluation session. The object is for the players to be ranked from highest to lowest ability in order.
  - The 4 top quarterbacks
  - The 4 best running backs
  - Then players in groups of 4 in order of ability
- (c) The Player Agent Committee will randomly sort the players in each group of 4 to create 4 teams to present to the head coaches at the Player Placement meeting. At the meeting, the first order of business is for the coaches to present the Player Agent with a list of 3 protected players. Priority and definition of protected players is as follows:
  - Direct family relation to coaching staff
  - Played for the coach last season
  - Played for the coach in a previous season
  - Never played for the coach

In the event that more than one coach selects to protect the same “never played for the coach” protected player that selected player will be drawn out of a hat.
- (d) Once all coaches, and only when all coaches, agree that the teams seem equal, the team coaching assignments are ready to be drawn out of a hat by the coaches.
- (e) After all coaches have drawn a team, the protected players are then moved choice by choice to the appropriate team. For example, a protected player is a number 3 pick, that player will be moved from the team he/she is currently assigned to the coach’s team who protected that player. The #3 picks will be swapped between the two teams.
  - (i) Siblings of the 3 protected players will be moved to same team and not counted as one of the three picks.
- (f) In the event there is a question as to what pick needs to be swapped, the Player Agent Committee will choose to swap a higher ranked player. For example, coach 1 has a protected player in line #5 that needs to be switched with coach 2, but coach 2’s #5 pick is a protected player for coach 2. Coach 1 cannot take coach 2’s #5 but instead gets his #4 pick.
- (g) Once this process has been completed the teams are set, the Player Agent Committee can only switch players.

## Section 12.06 Placement of Players from Waitlist

The Player Agent Committee will assign players from the waitlist to team rosters. The Player Agent Committee until after the first game will attempt to keep all teams at an equal number of players.

- (a) Head Coach must inform the Player Agent Committee within 24 hours of a loss of an assigned team member. The Player Agent will investigate why the member left the team and replace with a player from the waitlist.

## Section 12.07 Player Injury Situation

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

## Section 12.08 Missed Practices

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

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## Section 12.09 Number of Players Required

No eleven-player football team shall be fielded with less than twelve eligible players.

## Section 12.10 Recruiting

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

## Article XIII. TEAM PRACTICES

Each coach shall hold all practices with the entire team: There shall be a minimum of three practices per week and a maximum of four practices per week before the opening game of the season. Prior to the opening game, each team shall have no more than eighteen (18) practices. Jamboree and a team party do not count as one of the 18 practices. Each player must have attended a minimum of nine practices to be eligible to play the first game. Practices will be conducted exactly three times every week after the first game of the season and continuing throughout the entire season. Each practice shall consist have warm up and conditioning exercises and will last no longer than two hours in its entirety. Chalk talk / food parties are considered part of the practice. Therefore, this must be included in the two hours of practice time.

## Section 13.01 Physical conditioning practices

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

## Section 13.02 Location

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

## Section 13.03 Limitations

- (a) There will be NO practices held on Sunday.
- (b) Chalk talk / food parties are considered part of the practice. Therefore, this must be included in the two hours of practice time.
- (c) Extra curricular activities, i.e., movies, professional sporting events must be cleared with the Executive Board of Directors.
- (d) There shall be no contact between a team of one Division and the teams of other Divisions.
- (e) Intra-league scrimmage shall be limited to two scrimmages per week per team.

## Article XIV. GAME RULES

### Section 14.01 Game Eligibility

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

- (a) The head coach is responsible to notify the Player Agent, VP and President of players that may be ineligible to play in a game. The Player Agent must approve all players to be ineligible. All players are eligible except:
  - (i) All practices are MANDATORY. Those who have missed practices., unless excused by the coach and then only one practice per week may be missed. League guidelines are as follows: 1 missed practice equals 1 missed quarter of play, 2 missed practices equal 2 missed quarters of play, 3 missed practices equal missing the entire game. The player must attend the game. School camp attendance will waive this requirement.
    - 1) The League and the parent must be notified in writing or by email of player(s) designated ineligible to play in the game and the reason for ineligibility. Notification must occur at least 24 hours prior to the start of the game.

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- (ii) Those who are injured or ill at the time of the game.
- (iii) Those who are benched by the Coach, with the consent of the Player Agent, for discipline purposes. A written report must be sent to the player's parents.

## Section 14.02 Discipline

If any player is ejected from the game by the officials for unsportsmanlike conduct; that judgment shall stand. Judgment decisions by game officials can not be protested.

- First offense of the season: the player shall be held out for the first half of the next game and must attend the game in full uniform with his team during the game.
- Second offense of the season: the player shall be held out for the next full game, and must attend the game in full uniform with his team during the game.
- Third offense of the season: the player shall be suspended from the League.

It shall be the responsibility of the Player Agent to verify the status of each team member by the above classifications using the game list and practice attendance record. Participation by an ineligible player requires automatic forfeiture. Should there be any questions as to the ruling, it must be brought before the Executive Board of Directors in writing within 72 hours of the dispute.

## Section 14.03 Eligible Player Assignment

Each eligible member of each team will be assigned to a position to play either on the defensive or offensive squads. On 4th down and kicks are the only plays a coach can play any players with the right jersey number in any position.

- (a) A team has 19 players - nine offense and ten defense. The offense has two unassigned positions, the defense has one. The two unassigned offense positions may be filled by any defensive players, and the unassigned defense position may be filled by any offensive player. This type of rotation, by necessity, requires some players to play both offense and defense. However, the players who were initially assigned to offense or defense squads must play every down on the squad to which they were originally assigned.
- (b) For a team with more than twenty-two eligible players, the "excess" players on either the offensive or defensive squad may not be used to bench the less talented players. The 12th or 13th player must be given a fair chance to play on his assigned squad. The affected coaching staff must act on this rule in good faith and to the satisfaction of the Division Coordinator. The use of special teams, e.g., (punting team, punt receiving or 4th-down special team) can also be used to satisfy playing time. (NOTE: All eligible players must play a minimum of one quarter per game.)
  - (i) The "excess" player(s) should be rotated into the game every third down at the minimum. Whenever possible, the coach should make every effort to rotate the "excess" player(s) into the game every other down.
  - (ii) If you have 24 players you need to have one extra player on O and D. You may not put both of your extra players on one side of the ball if you have 24.
  - (iii) If you have 25 there will be two extra players on either O or D.
- (c) Each coaching staff must maintain their original offensive and defensive squads throughout a game. However:
  - (i) A coach may change the particular positions initially designated for the individual players e.g., defensive end switched to safety;
  - (ii) A coach may submit a new line-up form at half-time for the second half of the game;
  - (iii) A player shaken up on a play may be removed for the limited period required to regain his equilibrium and to preserve his health. All players injured in a game are to be evaluated by a medic. If the

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team has more than 22 players, the injured player must be replaced with one of the "excess" players.

- (iv) If you have a QB or RB go down you can replace that player for one play with any player on the team. If that injured player is out for more than one play you must now replace him/her with your extra player on O or D. Depending on which side of the ball the injured player was on.
- (d) In case of a runaway ball game, 18 or more points lead, the coaching staff of the winning team shall make an effort to hold down the score. To achieve this goal, players may be substituted freely from offense or defense to positions they have not played before. When such substitutions are made, the opposing coaches, the officials, and the Division Coordinator shall be notified.
- (e) It appears that a regularly assigned player has been removed from the game in violation, the Division Coordinator, or opposing coaches may call an official time out to determine the reason for the removal. If the removal is found to be in violation of League rules, the offending team shall:
  - (i) Immediately be penalized 15 yards from the line of scrimmage, and if it is the offensive team, forfeit the next down; Be penalized 30 yards from the line of scrimmage for a second offense, and if it is the offensive team, lose possession of the ball. (NOTE: To prevent unnecessary official time outs, each coaching staff will be allowed only one "mistaken" time out without penalty. For all other "mistaken" time outs, the team of the coach calling the time out shall be penalized 15 yards from the line of scrimmage, and if it is the offensive team, forfeit the next down.)
- (f) Each coaching staff shall have prepared at game time, two player line up sheets. A copy of the line up shall be given to the Division Coordinator and to the opposing coaching staff. The line up shall include:
  - Designation by name, number and squad for each eligible team member.
  - Status and identification of all non-playing members.

## Article XV. GAME RULES

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

### Section 15.01 Game Time

The clock time for each division game will be 40 minutes, divided into four 10-minute periods.

### Section 15.02 Kicking Situations

Punts, field goal attempts and P.A.T. attempts shall be considered kicking situations.

- (a) The Bantam and Junior Divisions will have a free kick with no rushing the kicker to minimize the injuries common to kicking situations.
  - (i) In kicking situations the referee shall determine from the offensive team captain, or coach, whether the team chooses to kick. Such choice shall be announced to both teams and benches by the referee. Quick kicks will not be allowed. The game clock will stop after the decision has been decided to kick by the offense team. The game clock will start when the punting team actually kicks the ball.
  - (ii) After such announced kick, the kick must be attempted. Both teams must have at least five men on the line of scrimmage until the kick is made.
  - (iii) There shall be no forward charge by any member of either team across the line of scrimmage until the ball is kicked. A charge by either team shall be treated as an offside infraction.

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- (b) The Seniors, Advance , JV , and Intermediate Divisions will have a full rush by the defense and fake kicks by the offense shall be allowed.

## **Section 15.03 Play Time Limit**

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

## **Section 15.04 Game Playing Time Limit**

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

## **Section 15.05 Game Forfeit**

Once a game has been started, a forfeit can only occur; when a team is unable to field a team of eleven players, and upon recommendation of the coach of the trailing team, the referee and Division Coordinator.

## **Section 15.06 Runaway Game**

One team's score exceeds the other team by 18 points, the winning team must take every effort to hold the score down.

- (a) Take key players either out of the game or placed in position on the offensive line (numbers permitting) or defensive line.
- (b) The winning team Offensive Coaches should call and run low percentage plays or run the 2nd team offense.
- (c) The both teams' Defensive Coaches should not call blitzes.
- (d) Running up the score (offensive plays) will be reviewed by the PJFL Board and may result in punitive action against the coaches (36 point difference or 6 touchdowns). Defensive touchdowns produced by a blitz after the score differential is 18 points will also be considered running up the score. All other defensive touchdowns are excluded.
- (e) Once the score differential drops below 18 points, the winning team may resume their regular lineup.

## **Article XVI. DISPUTES**

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

### **Section 16.01 Appeals**

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

## **Article XVII. All-STAR TEAM SELECTION**

### **Section 17.01 All-Star Team Process**

- (a) All-Star Team selection will take place right after the last regular season game.
- (b) Each player will select 12 teammates from his team to participate on the all-star team.
- (c) The Player Agent and the Head Coach will review the All-Star player selections.
- (d) Players will be listed in order of number of votes (highest to lowest)
- (e) Ballot ties will be resolved by the Head Coach of the team.
- (f) The Head Coach will select the final 4 players to the All Star.
- (g) The Head Coach will use player balloting as a guideline for selection of the final four players.
- (h) The Head Coach will select 2 replacement / substitute players for injuries and those who cannot participate in the All-Star game due to prior commitments.
- (i) Replacements players will come from the team of the injured or non – participant.
- (j) Replacement / Substitute players will practice with the All-Star team but are not guaranteed that they will participate in the game.

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- (k) Injured players must be evaluated quickly and replaced as soon as possible with replacement players.
- (l) The All-Star Team and replacement players will be published on the PFJL website.
- (m) The All-Star Team practices are limited to a maximum of five practices prior to the All-Star game (NO Two-A-Day practices).
- (n) Practices can only take place at PJFL pre-approved sites.
- (o) The All-Star Teams are combinations the First and Fourth place teams, then Second and Third place teams.
  - (i) The teams record include all games played during the nine game season or total games played if there are canceled games due to rainout.
    - 1) if a tie record than head to head
    - 2) if still tie than total points scored in the head to head games.
- (p) The First and Second Place teams will be the Head Coaches of the All Star Teams.
- (q) The First and Second place Head Coaches will take either offense or defense and the Third and Fourth place Head Coaches will coach the other side of the ball.