



Mt. Baldy Pop Warner Football Conference

Administrative Policies

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SECTION I. Treasurer

1. Any outstanding bills to Conference must be paid by October 1st. A penalty of 10% of the amount due will be assessed. Voting privileges suspended until paid.
2. Team dues are due and payable at the first meeting in June.
3. Insurance, Travel Fund, Wescon Dues and due and payable 2nd meeting in September.
4. If Team dues are not paid by August 1st, the Association Teams will not take the field.
5. Every Association must be represented at every required Conference meeting. If an Association is not represented:
 - a. A fine of \$10.00 will be levied. Fine must be paid at next meeting or the Association will remain delinquent until fine is paid with loss of all voting privileges.
6. All Association Financial Books shall be closed by December 31st of each year.
7. The Conference Commissioner shall be reimbursed in the amount of \$75.00 per month.
8. No helmet awards (Stickers) are to be placed on Helmets except the American Flag, City Insignia, Drug Sticker, Players' Jersey Number and Team Decals. \$100.00 per Team violation.
9. Association must submit a Profit and Loss Statement by the first Conference meeting in October. A list of outstanding debts must be included.
10. A fine of \$25.00 per item will be imposed on the Association for not turning in mandatory items when they are due. The city will lose voting privileges until fine is paid. Fine is increases \$25.00 every meeting thereafter until each item is turned in and fine is paid.
11. All waivers must be approved by conference before the player is permitted to begin practice. Any association that violates this rule will be fined \$100.00 per player.
12. Any association that writes a NSF check to Conference will be fined \$50.00 plus bank charges. Check will be submitted only once.
13. Association Audits and copies of all taxes are due by Aril 15th.

SECTION II. Equipment

1. Helmets: Only helmets bearing the NOCSAE seal of Certification may be worn. All helmets must bear the current NOCSAE approved “warning label” in a visible position on the outside of the helmet. This Warning Label is the same label that is furnished by all helmet manufacturers and reconditioners. (Note: Regulations regarding chin straps and face guards are to be followed per the National Federation or NCAA regulations, whichever is applicable.) NRB-13-A.
2. All NON- “NOCSAE” approved helmets shall be discarded. Final responsibility is with the Association.
3. Eye Glasses: When worn, shall be athletically-approved construction with non-shattering glass (safety glass) or contact lenses. A safety strap must be worn to hold glasses on. NRB-Rule 13-K.
4. Shoes: In all divisions of play: sneakers, molded rubber cleats (soccer style), or detachable rubber or plastic (football style) cleats are permitted. No metal cleats are permitted. Cleats may not exceed a ½ inch in length. NRB-Rule 13-K.
5. Additional Equipment approved by Mt. Baldy Conference must be worn across the SCALES at Weigh-ins. Approved equipment is as follows: Body Armor, Neck Roll, Cowboy Collar, Auxiliary Shoulder Pads (Spider Webs), Flack Jack w/o extension (Rib Protector), Knee Support (No metal braces or padding), Ankle Support (No metal braces or padding), Jr. Pads, Jr. Arm Pads, Combination Jr. Hand and Arm Pads, Elbow Pads, Clear Face Shields, Non Altered Gloves with HS/NCAA Approval tag, Plain Scull caps (no knots, no hanging out of helmet), Shoe Spats, Sweat Bands only,
6. Procedure for checking Athletic Supporters: The player shall pull out the elastic waist band for proof of wearing an athletic supporter. Player shall not participate in the game until he is able to show proof of supporter to Team Managers.
7. No jersey colors are to be changed without the prior approval of Mt. Baldy Conference Board of Directors.
8. Team must have extra jersey so a player can change if they get bloody during game.
9. Each player shall wear a number between 1 and 99 inclusive. Numbers “0” and “00” are illegal and shall not be worn. No duplicate numbers shall be permitted. NRB-Rule 12-SI.
10. Mt. Baldy Conference will use the same Gear allowance as listed in National Rulebook. NRB-Rule 3-S2-B.
11. All cities must have field clocks which are working and visible to officials and either benches or no home games will be scheduled.
12. Proof of scale certification must be presented at the 2nd Conference meeting in July.

13. Mt. Baldy Conference shall comply with the CIF Rule that Goal Post shall be padded.
14. Mt. Baldy Conference shall follow the CIF Rule that only UNMARKED WHITE towels may be worn at the waist.
15. Association Equipment Audit is due at the February Conference Meeting. (refer to Section 1, Treasurer,- Rule 9)
16. Home and away jerseys will be worn in all divisions of play. Away jerseys will be white only. If a player comes to a game and does not have the proper home/away jersey the player will not play. **NO EXCEPTIONS.**

SECTION III. Conflict of Interest:

Pop Warner is a non profit public benefit corporation and is not organized for the private gain of any person. Therefore, no member or their business is authorized to benefit from any profit or personal gain from sales or services provided in support of Pop Warner. A Commissioner, Conference Representative, Executive Board Member, or Board Member with family or financial ties to a City must avoid situations where that family or financial interest is in conflict with Pop Warner corporation by-laws and or standing rules. Every effort should be made to find a disinterested third party to resolve these types of conflicts. Selection of a disinterested third party will be approved by the Mt. Baldy Commissioner and or a Conference Representative from that respective city. If the conflict involves a Conference Commissioner, the Commissioner of Mount Baldy Conference will be approval authority.

SECTION IV. Coaches

1. Mt. Baldy Conference will adhere to the National Rule that each Head Coach must attend a Mandatory Rules Meeting held by the Conference prior to July 30th. Any Head Coach that does not take the Mandatory Head Coaches Test by July 30th shall be removed from the coaching staff until test is taken. Any team not represented at the Mt. Baldy Conference Coaches Rule meeting the Head Coach shall be suspended for one week. The one week suspension to be Monday through Sunday, prior to and inclusive of the teams first regular season game.
2. Each Association shall require coaching applications to be filled out by all prospective coaches, returning or new. NRB-Article 21. A list of approved staff members to be turned into conference no later than August 1st.
3. Each association shall interview every new or returning prospective coach. Appointments are only through the end of the year appointed (December 31st). Each Association must complete an annual background check by an applicable Government operated statewide sex offender registry for the state in which volunteer resides. NRB-Article 21

4. Each Coaching staff shall wear a numbering system during games. The Coaches number shall be listed on the Team Roster for identification purposes. Numbers shall be permanent TWO inches in height on the left sleeves (no removable numbers shall be allowed). If a coach is found not having a number while on the field, he will be asked to leave the playing field immediately. The Coach may return when properly numbered and checks back with the Association in charge of the field.
5. A Photo ID Badge to include the coaches number that corresponds with the team roster MUST be worn by all Personnel listed on the Certified Roster. If a coach is found not having a number Photo ID Badge while on the field, he will be asked to leave the playing field immediately. The Coach may return when properly numbered and checks back with the Association in charge of the field.
6. Coaches must wear closed-toed shoes for all Practices and Games. Whistles are to be worn at Practice only.
7. If the Head Coach and/or Staff member violates the Mandatory Play Rule the mandated penalties apply:
 - 1st Violation:** SUSPENSION from practice for one week including next game. Forfeit of game and PROBATION.
 - 2nd Violation:** Probation revoked and removal from the Pop Warner Program for one year. Permanent dismissal if original suspension still in effect.

Upon suspension of any penalty provided herein, an accused shall be placed on suspension, among the general conditions of which shall be:

- a. That the accused be and remain of good behavior and that he strictly enforce all rules and regulations of Pop Warner.
- b. That the accused prepare and submit to his League his written plan to supervise implementation of the Mandatory Play Rule. (MPR).

A suspension shall last seven (7) days for the first violation of a season, and shall continue for the remainder of the season for a second violation in the same season.

In addition, a player denied his required number of plays will start the next game and receive double the number of mandatory plays in that game.

8. No Coaches or Parents to be at weigh-ins or in allowed area at any time. **Only** an approved Pop Warner Person will be allowed at weigh-in.
9. Head Coach must notify the Association President of any player/cheerleader who is ineligible to participate in games. Notification must be prior to game and in writing. If two consecutive games are missed due to ineligibility (weight, illness, discipline, etc.) an investigation will be conducted by the Association and a written explanation will be submitted to Conference by the next meeting.

10. Any Team found in Gear prior to 10 hour conditioning the Head Coach will be suspended for one year. NRB-Article 15-S7. Helmets can be worn the first day of practice if worn by everyone on the team.
11. The Coaching Staff is under the direction of the Head Coach. Team Staff must follow the chain of command.
12. Head Coaches are the only one allowed to communicate with Referees. With anything pertaining to the game at hand.
13. A person who wants to volunteer for a coaching position in another city that he does not reside in, if accepted by the city and is good standing with Mt. Baldy Conference can take his son/daughter with him to participate in that city. This player/cheerleader will be considered a wavered player. The wavier is only good for one (1) year.

SECTION V. Association

1. No Association can change their name without written approval from the Mt. Baldy Board of Directors.
2. Each Association must submit a letter to Conference designating the Conference Representative Alternate (s) before they are allowed to attend a Conference Meeting. The Conference Commissioner must be notified in advance if either regular Conference Representatives will not be attending the Conference Meeting or that the Alternate will be attending in their absence.
3. Any injury to a player/cheerleader or volunteer must be entered in the minutes of the Association's Board Meeting.
4. If a coach is suspended, the Commissioner must be notified immediately. This action must be reported to Conference in writing at the next Conference Board Meeting.
5. If Team Rules apply they shall be in writing approved by the Association. Copies of such rules must be submitted to Conference by the 1st meeting in August.
6. All first year Association Presidents must meet personally with the Commissioner prior to May 1st.
7. All outgoing Presidents must turn over to the New Presidents the Pop Warner Administrative Manual and all Associations records and documents.
8. Association By-Law Amendments must be presented to the Conference Executive Board for approval prior to presentation at the Association level.
9. One Conference Representative must be in attendance at the Home Field every SUNDAY for all games.
10. The Association Board Members that are required to attend the Conference Workshop will be determined by the Commissioner.

11. The Host City (Association) is responsible for calling in the scores of the Sunday Games to the Scheduling Chairperson. Failure to do so will result in no voting privileges for the next 2 Conference Meetings.
12. Each Association shall schedule only inter conference scrimmages and notify Mt. Baldy Conference. Scrimmages are limited to a maximum of two per team. All scrimmages shall be played prior to the first game of the regular season as scheduled by Conference. Refer NRB- Rule 27-S5.

SECTION VI. Mt. Baldy Conference

1. A Conference Representative must be an Executive Board Member of an Association.
2. Mt. Baldy Conference Badges are to be worn only by Authorized Conference Representatives.
3. The Commissioner shall have the right to appoint the specified number of delegates to represent Mt. Baldy Conference at all Wescon Meetings. Appointment shall be approved by the Mt. Baldy Conference Board of Directors. Travel, room and food expenses for these individuals will be approved by the Conference Board of Directors.
4. All Conference and Association Officials are subject to penalties for rule violations when no corrective measures are taken.
5. Mt. Baldy Conference will award ten, fifteen and twenty year participant plaques and 25 year award to those who have served the conference or association as a working member.
6. Conference meetings are closed. Observers must have prior approval by Commissioner before attending Conference Meeting. In any event, observers may not take part in any discussions or make any attempt to participate in meeting.
7. Conference Treasurer will notify Conference Secretary of any outstanding monies owed by associations.
8. Conference Secretary will notify The Commissioner of Associations that are not eligible to vote due to none payment of monies due and mandatory paperwork not received. This notification will be given to the Commissioner prior to each Conference Meeting.

SECTION VII. Team and Players

1. Each player must participate in one full practice session to include contact per week in order to participate in a game.
2. Players will be weighed in prior to the game. A late player can be weighed at anytime and once a he enters the game he will receive the required number of mandatory plays.

3. If any player is listed or described as ineligible to play for any reason and is on the field during the game, helmet and shoulder pads must be removed.
4. Teams shall not warm up for games more than one hour prior to Conference game start time. This does not affect post-season bowl games.
5. Team must have a certified team book on hand at game time. They have thirty (30) minutes to produce this document or the game will be forfeited.
6. It is necessary to have a minimum of 20 players to certify a team and a minimum of 16 eligible players ready to play at game time. Must complete game with 16 eligible players or the game will be considered a forfeit.
7. If a team does not have 16 eligible players for a game, the game is considered a forfeit and the teams do not PLAY. Teams have 30 minutes after the scheduled game time to weigh-in any late team players in order to make the minimum 16 player requirement. Head Coach should immediately notify the Association President.
8. All football players on the certified rosters must have their conditioning completed by the end of the third week of September to be eligible to play.
9. Any participant involved in fighting, at any Pop Warner function will be suspended for one week, to include next scheduled game.
10. Team Spotter must be on the Roster. If the spotter is not available for a game he can only be replaced by another person on the roster, not a parent or someone from the stands.

SECTION VIII. Scheduling

1. The first place team in each division of play with the best win/loss records shall have preference for post season travel to include game and location. If the first place team in each division waives their 3 choices, they will revert to the status of any available. The next team in succession will move up and be given their chance to choose. This will continue until all teams eligible to travel are placed. No city wide travel is guaranteed. All travel is by invitation only. No city shall assume travel status until confirmed by Bowl Chairperson.
2. Written request for long distance travel must be submitted by the first meeting in February. Local travel within driving distance must be submitted on or before the second meeting in September. Requests must be in writing and submitted per team, stating preferences of local destination: First, Second, Third.
3. The point system used by Mt. Baldy Conference shall be: Wins=2 points, Ties=1 point and Losses=0 points.
Inclement weather: If a game is canceled by a Mt. Baldy executive member each team will receive 1 point and the game will be considered a tie.

4. For championship game competition structure, if the number of teams in one division is five or less, then place all teams in that division together and the two teams with the best win/loss record shall participate in the championship game.
5. Once a Team name is submitted to conference and approved it is to be retained by that Association/Team for one year. Any new team names must be submitted to Conference for approval.
6. Protest: Refer to NRB-ARTICLE 19
7. Any un-sportsmanship like conduct in Games, Championship or Play-Off Games, may result in no out-of-town travel for the team staff member-player-cheerleader. This will include any hosting of post season bowl games with subsequent out-of-town travel bowl games.
8. Inclement weather: If a game is canceled by a Mt. Baldy executive member or a person of authority such as a city official, police department or fire department each team will receive 1 point and the game will be considered a tie.
9. There will be NO TIES during a regular season game. The game will be played under the California Tie Breaker. Excluding instructional divisions.
10. Mt. Baldy will play a 7 week schedule. Teams who do not qualify for the playoffs will play an 8 game schedule.

SECTION IX. General

1. Anytime a team is scored a (1) or (0) on the sportsmanship card by an official, an explanation will be required at the Conference level for that team.
2. No "Bull in the Ring" is allowed
3. Individual Awards: In compliance with the "Team" concept and in view of the ages of the participants, no participants will be signaled out as "Best Player, Best Lineman, most valuable player/spirit participant", etc. for presentation of a special award. NRB-Article 14-S1 and S2
4. Little Scholar Awards: Each Association may enact a program to honor the Scholars both players and cheerleaders within their association. Number to be honored shall be determined by the Association. Mt. Baldy Conference shall have a Little Scholar Program. All Associations must participate.
5. Mt. Baldy Conference Association Snack Bar must adhere to all City and County Health Dept. Rules and Regulations.
6. No announcements of Sportsmanship Award Winners shall be made until all cards are received with Team Ratings.
7. Teams who win the Sportsmanship Award shall receive individual player/cheerleader/coaching staff patches.

8. For the Mighty Mite Division only the offensive team on any 1 of 4 downs must notify the Head Official of a punt. The official will notify the opposing Head Coach. Neither offense nor defense can move or cross the neutral zone until the ball is kicked. If the ball clearly goes over the head of the punter and passes by, the ball is put back to the line of scrimmage. If the punter does not get the ball or it is snapped to either side or in front of the punter, or if they should drop the ball, they can pick it up and punt it from five yards behind the line of scrimmage. If the offensive team declares a punt on any 1 of 4 downs, there will be no downs following.
9. No rushing of any type of kick, from the line of scrimmage at the Mighty Mite Level shall be allowed.
10. Scouting is permitted in the form of video tape, film and written reports. Scouting is only permitted during a game situation. Scouting any type of practice is strictly prohibited. NRB-Rule 25

SECTION X. Certification

1. Cities forming more than one team in a division of play shall use Mt. Baldy Conference Draft System.
2. A Coach Trainee must be a minimum of 16 years of age and a maximum of 17 years of age. NRB-Article 5-S3.
3. To establish proof of residence, a utility bill or other official document will be required to verify proof of residence within specific boundary of the association. No cell phone bills or drivers license will be accepted as proof of residence.
4. The assignment of a player to a division of play shall be done only by the Association President or Certification Person. Note: NO placement of players to a division of play by any coach, parents, or other board members at anytime. The final decision is that of the Association President. The only person other than President or Certification Person of the Association allowed to place a player is the Conference Certification or the Conference Commissioner.
5. Ages and Weights will be certified by Conference.
6. All waivers must be approved only at the Mt. Baldy Conference level and signed by the Commissioner.
7. Certification: Refer to NRB-Article 10.

SECTION XI. Draft System

1. **Ladder System:** When you have more than 1 team in each division you have a ladder system. The original 5 teams are one track and the newer teams are on another track.
2. **Expansion:**
 - a. When you have one (1) existing team and your sign ups warrant another team in the same division the first 35 sign ups go on the existing team and all new sign ups are placed on the new expanded team.
 - b. If you have 2 existing teams in one division and you have only one (1) existing team in the next division above and sign ups warrant adding a new team then the original team in the lower division will move up to the existing original team. The second team moving up will then move up to the new added team. All other sign ups will then go in a draft.

Draft:

- a. Brother/Brother, Brother/Sister, Sister, Sister Combinations, of the veterans will be placed on the same team.
- b. There will be no trading of players once they have been drafted
- c. All drafts will be conducted before any players take the grass on the first day of practice.
- d. Players will be placed in the lowest possible division of play according to the National Rule Book.
- e. First 35 players to register in each division will be placed on a team. All others will be placed on a waiting list.
- f. If required documentation (contract, physical, birth certificate, report card & registration fees) are not paid by August 15th a player may be dropped. This will be at the desecration of the Association.
- g. No wavier player will displace a city player before the first week of August.
- h. Mt. Baldy Conference will use the ladder system for assigning players on a team with two or more in a division.

- i. Once returning and veteran players have been assigned a draft for New Players only will commence.

A flip of a coin between both Head Coaches will determine who gets the first selection and then they will alternate until all players have been selected. Once the draft has been completed no exchanges will be allowed.

SECTION XII. Miscellaneous

1. Definitions: Blitzing (Illegal at the Tiny- Mite, Mighty- Mite Level and 28 point rule). A surprise defensive maneuver in which one or more linebackers and/or safeties, who are not on the defensive line of scrimmage when the offensive center takes his position over the ball, charge across the line of scrimmage in an effort to sack the quarterback. If a defensive player is on the line of scrimmage when the center put his hand on the ball that defensive player may come across the line once the ball is snapped.
2. When a team is ahead by 28 points or more there will be a running clock and the offense is mandated to either run up the middle or off tackle. The defensive team will run a basic 53 defense. 5 down lineman, 3 linebackers, 2 corners and 1 safety the linebackers will line up 5 yards behind the defensive line. The corners and safety will be at least 2 yards behind the linebackers. Again remember there is no blitzing by the defensive team. This formation will be implemented at the Tiny-Mite and Mitey Mite Level.
3. Tie Breaker Rule: Teams to be determined by the best win/loss record of second place teams in each of their divisions: (Div.1/Div.2). If second place in each division cannot be determined by a total win/loss record the following would come into effect:
 - a. If there is a tie within their division the best record within the division would go.
 - b. The result of the first head to head competition between the two teams in the division.
 - c. A flip of the coin.

The undersigned witness that these Administrative Policies Football Spirit and Little Scholars have been ratified on the 9th day of July 2008.

Steve Wilkerson, Commissioner

Mitch Matthews, First Vice-Commissioner

Emmett Resendez, Secretary