

# *Timucua Conference*



## **TIMUCUA POP WARNER FOOTBALL CONFERENCE INCORPORATED**

## **RULES AND REGULATIONS**

# Revised August 2009

## **PURPOSE:**

The purpose of these Rules and Regulations are to insure fair and equal treatment for all associations of the Timucua Conference and its affiliated members.

## **AMENDMENTS:**

Changes to the Rules and Regulations of the Timucua Conference must be approved by a majority vote of the Board of Directors.

## **Section 1 - General Rules**

1. The CONFERENCE will be divided into divisions in accordance with the H.L.A. guidelines.
2. The team structure within the CONFERENCE shall be in accordance with National guidelines.
3. If any non-mitey mite game ends in a tie, the current rules of the FHSAA shall apply.
4. A uniformed law enforcement officer must be present at all TPWFC game sites. The home site commissioner should properly introduce himself, and any of his assistants for the day, to the officer as soon as possible. It is suggested that the officer patrol the sight throughout the day to make his presence known as opposed to staying in one area and simply watching the games. Expense for providing officers shall be borne by the home association. Each game not patrolled by a uniformed officer shall result in a forfeit for the home association.
5. Coaches must agree to the balancing of the scales and authenticity of rosters before the first player weighs in. No player steps on the scales until both head coaches agree.
6. If commissioners are not available to be present, then either the association president or vice president must be present for the weigh ins.
7. Once the scales are set, if there is any question or controversy about a player, it must be resolved before the start of the game.
8. As of the 2009 Pop Warner Season, Timucua Conference will follow the Ideal Method (or strip weight) policy as outlined in the Pop Warner Rule Book. The procedures will include pre-game weigh-in in shorts and be completed no later than fifteen minutes before kickoff.
9. If one team misses weigh-in at the scheduled time, the Weigh Master may proceed with the weigh-in of the team present. The coaches for the late arriving team may not request a re-weigh. If a player arrives after the game starts, no weigh-ins will be allowed and the player cannot participate in the game.

10. All associations must adhere to all participation rules and guidelines as established in PWLS's rule book.
11. Mitey Mite blitz rule defined: Any defensive player positioned within one yard of the ball is considered on the line of scrimmage. Players on the LOS may not be moving forward at the snap. All 11 players may be on the LOS and it is not considered a blitz.
- 12. Timucua will follow the Lop-Sided rule as dictated in the PWLS rule book. A standard base defense will be required for both teams playing under to lop-sided rules.**

## **Section 2 - Clinic**

All team coaches must attend a CONFERENCE sponsored clinic held prior to the beginning of each season and taken or attended a USA Football clinic prior to the beginning of each season. No coach will be allowed on the field without having completed both of these certifications. All Tiny Mite staff, which includes team parent, equipment manager and trainer, must attend the additional Tiny Mite coach training.

## **Section 3 - Certification**

1. S.E. Region mandates that every team, both football and cheer, shall carry a "team book" containing the following for each participant to all PWLS events; 1) S.E. Region certification card; 2) birth certificate; 3) the current year's physical dated no earlier than January first of the current year; 4) last year's final report card; 5) participant contract and parental consent form.
2. All attending participant's certification cards must be validated each week with the opposing teams official validation in the appropriate week's box.
3. All participants' current pictures must be attached to the card and a 2" packing tape will be placed over the picture. The picture will be validated by the weigh master.
4. All head coaches, both football and cheer, will carry their team book containing all forms required for certification to all PWLS events. All Commissioners, both football and cheer must do a book check every game. All Commissioners have the right to suspend any coach found not to have their team books with them. This includes practices as well. If a team does not carry their team book with them to any game, post season or regular season, that team shall forfeit that game.
5. If a child misses certification, the only acceptable excuses are:
  - A. The death of a family member, wherein a copy of the obituary shall be submitted to the officials of this CONFERENCE; and
  - B. Illness of the child, whereupon a doctor's excuse shall be submitted to the officials of this CONFERENCE.

### Section 3 - Mandatory Play Rule

1. Mandatory Play Rule (MPR) - All teams must follow the MPR as written by PWLS using the mandatory spotter sheets for all games including regular season, all play-offs up to and including National level and all post season bowl games. Only the spotter sheets given to each Association by the conference will be accepted. The CONFERENCE has adopted the following system. Home team Commissioners are responsible for seeing that these rules and procedures are followed:
2. Each team must supply two spotters 18 years of age or older for every game, including any post-season play of any kind. One spotter will be responsible for keeping the opposing team's spotter sheets and the other spotter will assist the opposing team's spotter with their duty. Any team that does not have two spotters at a game will forfeit that game and the head coach will be in violation of rule Sec. 2 rule 8 which states:

Any head coach failing to follow these MPR procedures shall be considered in violation of the MPR.

**1st Violation** - Suspension of any and all activities pertaining to the league for a period of one week including practice and all games within that week regardless of regular season or post season play.

**2nd Violation** - Dismissal for the remainder of season.

3. Each team will exchange MPR spotter sheets at the weigh-in. All spotters and the assistants shall be present at the exchange. All absent, injured or disciplined players shall be noted at the time of the exchange. Any questions or problems should be resolved at this time and prior to the start of the game.
4. All team spotters and their assistants will meet at mid field at half time to compare their MPR spotter sheets and must agree on their accuracy. Any problems should be resolved by the home site commissioner before the start of the 2nd half. All spotters and assistants together shall meet with both team head coaches in their end zones prior to the start of the 2nd half and inform them of their players playing status.
5. At the end of the 3rd quarter and prior to the beginning of the 4th quarter there will be **an Official Time Out**. At that time the referee shall call both head coaches, spotters and assistants to mid-field to review the MPR sheets. All players shall receive their mandatory plays by the end of the 3rd quarter, or **they shall enter the game at the start of the 4th quarter, and remain in the game until they have received their required number of plays. Any coach not doing so shall forfeit that game.**
6. All spotters and assistant spotters shall meet with both head coaches immediately after the game at mid field to complete the MPR spotter sheets. The home site commissioner shall be present at this meeting and shall resolve any problems. If there are any problems not resolved they must be presented to the CONFERENCE Commissioner within twenty-four hours by phone by the home site Commissioner.

7. All Home site commissioners will be responsible for making sure all MPR spotter sheets are filled out properly in their entirety, including all necessary signatures and collect both team's MPR spotter sheets at mid field at the end of each game. These MPR spotter sheets must be delivered to the CONFERENCE Commissioner at the next CONFERENCE meeting. For any special play-off game or make-up game these sheets shall be mailed within the next twenty-four hours and the CONFERENCE Commissioners shall be notified immediately if there were any problems that need to be addressed prior to the next game. Weekly game sheets must be faxed to the designated authority by 11:00 AM Sunday following the game.

#### **Section 4 - Name Badges**

All head coaches and assistant coaches , for both football and cheerleading, spotters and all other support personnel shall wear their ID badges for the current year. No one shall be allowed on the field or bench area without a name badge. These ID badges must be kept visible at all times while participating in all Pop Warner events. Badges will be printed out by Timucua Conference. Spotter badges will read "SPOTTER" and be given out by Conference. Anyone not having their approved badge shall not be allowed in these areas. Officials will ask them to leave these areas. If they refuse, Officials will stop the game and request the home site commissioner for Law Enforcement to escort them off the premises. Appropriate actions by the officials, including but not limited to delay of game and bench penalties shall be enforced and at no time shall the game continue until the matter is resolved.

**1st Violation** - For anyone not wearing his or her name badge will result in a one game (the next game) suspension for that team's Head Coach and a warning to the violator Association.

**2nd Violation** - For any person on the same team, suspension (served immediately following violation) for that team's Head Coach of any and all activities pertaining to the league for a period of one week including practice and all games within that week regardless of regular season or post season play. In addition, any second violation in the same Association will result in a 12 calendar month probation for the Association. This probation will start immediately and will run for 12 calendar months.

**3rd Violation** - For any person on the same team, that team's Head Coach will receive a 12 straight calendar month suspension (served immediately following violation). In addition, any third violation in the same Association will result in a 12 calendar month suspension for the Association. The suspension will start immediately and will run for 12 straight calendar months.

#### **Section 5 - Play-Off Rules**

1. To be eligible for play-offs, teams must have a .500 Conference record in their division
2. In case of a tie, the following tie breaker will be used:

- A. Conference record based on Conference losses. A team must play a majority of its games “In Conference”.
- B. Head to head competition provided all tied teams have played each other
- C. All teams tied shall play a Kansas tie breaker on the Tuesday after the last game of the season.
- D. Play-off structure shall be finalized by a meeting of the Executive Board on the Sunday after the last game of the season.

**NOTE:** Total points will not be used as a tie breaker

- 3. For a four team play-off, Team 1 vs. Team 4 and Team 2 vs. Team 3
- 4. For a three team play-off, Team 1 has a bye and Team 2 vs. Team 3

### **Section 6 - Officials**

- 1. Officials must notify the Conference Commissioner or President, in writing, any ejections occurring during all games within 24 hrs of the incident. Forms similar to the one used for high school sports would be acceptable.
- 2. If any problems with the time clock should occur during the course of the game, whether mechanical or poor operating, the official clock will be kept on the field.
- 3. If problems occur, any Commissioner, in accordance with game officials, who feels game conditions are unsafe may stop the course of the game until unsafe conditions are resolved.

## **ARTICLE VII - OFFICIALS**

### **Section 1**

- 1. No official who has a child playing, or is a member of the governing body of an association shall be allowed to officiate any of that association’s games.
- 2. A Timucua Conference coach may not officiate any Timucua Conference game at any level.

### **Section 2**

Officials must abide by and enforce all PWLS and TPWFC rules and procedures. In the event that an infraction is not covered by PWLS or TPWFC, FHSAA.

## **ARTICLE VI – DUES, FEES AND FINES**

### **Section 1**

A \$300.00 fine will be levied on any Association for any team forfeiting a game for any reason. The home-site commissioner must submit in writing to the CONFERENCE Commissioner all information pertaining to the forfeited game(s) no later than 10 days after the forfeited game. The fine shall be paid to the CONFERENCE within 30 days of the forfeited game. 1/2 of the fine will be distributed by the CONFERENCE to the offended team.

### **Section 2**

1. The gate fees will be two (\$2.00) dollar for adults and one (\$1.00) dollar for students, five and under free, with the exception of the CONFERENCE Playoff games and Championship games. Fees will be five (\$5.00) dollars for adults and three (\$3.00) dollars for students, children 5 and under free.
2. One hundred (100) percent of the game receipts from the CONFERENCE championship game and play offs will go to the CONFERENCE. ALL gate receipts from the TIMUCUA sponsored bowl game will go to the CONFERENCE with the exception of the Mitey Mite Bowl.
3. One hundred (100) percent of the gate receipts from the cheerleading competition go to the CONFERENCE.
4. All gate fees belonging to the CONFERENCE for any POP Warner activity must be received by the CONFERENCE treasurer no later than seven days after the event. Any Association not sending in these fees within seven days will be subject to suspension from the CONFERENCE for 12 straight calendar months beginning from time of non-submission of said fees.

## **ARTICLE VII – FINANCIAL MANAGEMENT**

1. Budget established yearly. Association dues will be determined during the budgeting process. If necessary, the CONFERENCE Board may choose to levy Association surcharge to offset unexpected expenses.
2. Monthly Financial report provided.
3. An official's contract must be submitted by the June meeting of each year.

## **ARTICLE VIII– GAME RESPONSIBILITIES**

### **Home Association**

1. Lined regulation game field.
2. Required field and safety equipment.
3. PA announcer is suggested but not required.
4. EMS service is suggested (strongly encouraged).
5. Official scale for weigh-in.
6. Uniform law enforcement.

### **Away Association**

1. Adult chain crew 18 years or older.