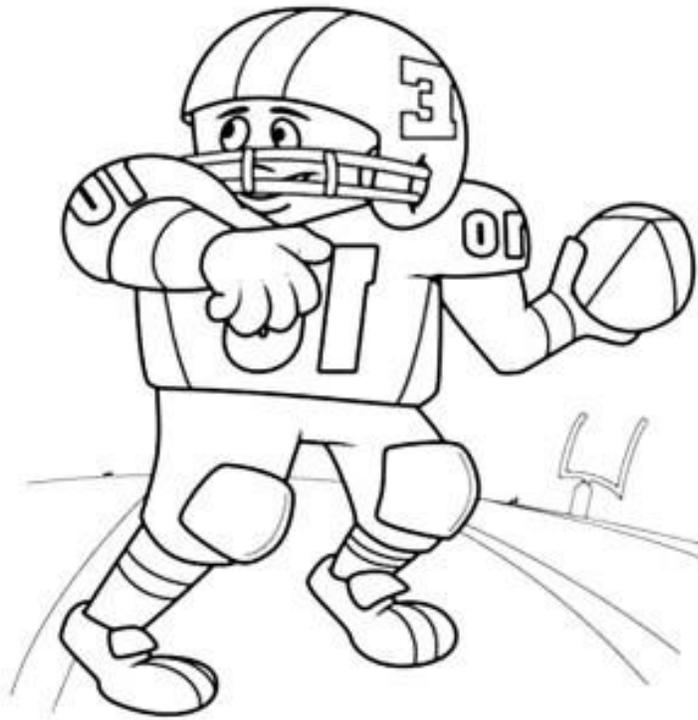




Vancouver Island Canadian Football Association Handbook



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Vancouver Island Canadian Football Association (VICFA) and
Island Football League pages

March 2022

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*** Please note that the VICFA is a 12-man league with a 9-man option and is ruled by the British Columbia Community Football Association and the Canadian Amateur Tackle Football Rulebook (CATFR) provided by Football Canada with the exception of our Handbook. Teams joining VICFA for league play will follow the VICFA Handbook regardless of rules specific to their Organizations as follows:*

League Fees:

All leagues will pay VICFA \$10.00/player no later than April 15 for spring and Oct 15 for fall of the current season for offset costs of Championship Game costs ie, trophies/medallions.

Referees' fees will be paid directly to the officials by the home team on game day. The Director of Officiating will supply the home team with a list of officials and the associated costs, no later than Thursday preceding the games. In the event a game is forfeited the forfeiting team's organization will still be responsible to pay for the referees.

Spring Season Information

Spring Regular Season will start last weekend in March and run until 2nd weekend of June

Playoffs will start the weekend following the last game of the regular season (highest seeded team has home field advantage for playoffs)

Spring Championship weekend will be the weekend following play offs for both the Dogwood Bowl (Saturday) & VICFA Cup (Sunday). Location to be determined at the beginning of each season

Playoff format will be as follows:

- Top 8 teams will make playoffs the winners of both playoff games will move forward to Championship weekend
- Top 4 will play off for VICFA Cup 1 vs 4, 2 vs 3
- Bottom 4 will playoff for Dogwood Bowl 5 vs 8, 6 vs 7

***** If there are less than 8 teams VICFA will make a decision on how playoffs will be played.***

ie: 6 teams top 3 for Cup and bottom 3 for Bowl.

Fall Season Information

Fall regular season will start the 1st week of September and run until mid-November. Bantam division will start Labour Day weekend. Approximately an 8 week schedule.

Island Playoffs will start the weekend following the last game of the regular season (highest seeded team as home field advantage for playoffs)

Island Championship weekend will be determined by the dates set for by the BCPFA for Provincial Championships at both 9 man & 12 man.

12 man Only Provincial playoffs will be the weekend following the Island Championship game this game will be played in accordance to the BCPFA rotating league schedule.

Provincial Championship dates will be set by BCPFA and any information will be provided to the VICFA members. Please familiarize yourself with the BCPFA Handbook as some things are different than VICFA League play.

PLAYER PARTICIPATION RULE* (PPR) - Atom, Peewee and Junior Bantam

- For either a 9-man or 12-man (Junior Bantam only) game each player dressed for the game will be required to have a minimum of 10 game plays per game (including specialteams).
- **Note: If the player participation rule is not followed it may result in a review; if there are special circumstances they must be documented on the play count sheet and to the game commissioner. Otherwise it will result in a forfeiture of the game by the team not adhering to the Player Participation rule.*

9-man Option Junior Bantam Only & Roster size information

If you have 18 or less players on the team; Junior Bantam team will be provided the option to declare as a 9-player team for the season.

Minimum roster size for a 9-man game is 13 players dressed for a game and 16 players dressed for a 12-man game. Maximum roster size for a 9-man team is 25. Maximum Roster size for a Junior Bantam 12-man team is 32; special consideration will be provided for teams who may be over by a few players.

If for a scheduled game, one team can only play 9-player football (because they have 18 or less players available), then that team must inform its opponent by **Noon Wednesday prior to the next game**. This notice must be provided in writing (email), and must be copied to the VICFA President, Referee Coordinator, Scheduler and Organizations Contact. See *appendix A*

***Once the 9-man declaration is made, the game must be played 9 man.*

****VICFA Board may force a forfeit of the game if proper notice is not provided****

PLAY COUNT MONITORS

Monitors for Player Participation: each team will supply minimum of 2 individuals, called 'Play Counters'. One will monitor their own team and the other will monitor the opposing team, thus having 2 Play Counters working together per team, and recording the results on play counting sheets.

- The Play Counters will work with each team's coaching staff to ensure all players play the minimum number of plays per game according to the numbers outlined above.
- Play counting sheets will be forwarded to the game commissioner upon completion and sign off by Play Counters.
- The PPR rule will be officially monitored from the beginning of week 1 of the regular season and through the playoffs and championship games.

Play counters are to stand inside the Commissioners box and not interact with the team bench players or coaches. Coaches may approach play counters to get an update on who needs to complete plays.

DELAY OF GAME PENALTY

10 Yards for the Home team if the team does not have all volunteers; Play Counters, Stick Crew, Game Commissioner and Referees in place at Kick off time.

INJURED/HURT PLAYERS

- If a player is injured and is not expected to return to the game, the minimum play rule does not apply to the injured player.
- If a player is hurt (i.e. shaken up) and chooses to continue, then they return to the game after sitting out a minimum of 3 plays and the team must comply with the PPR accordingly.
- The Trainer must tell the play counters and the game commissioner that the player won't return to the game.

GENERAL GAME RULES: AGE GROUPS

ATOM – Spring only

- 15-minute quarters – running time; except for the last 2 minutes of the 2nd and 4th quarters, rulebook time per the Canadian Amateur Tackle Football Rulebook pg. 4 & 5
- No kick-offs, punts or field goals
- No blitzing
- Scrimmage begins on the 25 yard line

Coaches on the field

One Coach allowed on the playing field during play for the season. The coach shall not run with the play or provide instructions once the quarterback instructs the team to set. The coach must remain 15 yards behind the line of scrimmage after the QB begins his cadence. A bench warning will be assessed if this is not adhered to.

Scoring

- Touch down: 6 points.
- Extra Point: 1 point for the run, 2 points for a forward pass, 2 points for kicked convert; a blocked extra point or failed extra point resulting in an interception or fumble recovery by the defense cannot be run back for a score.

3rd Down

Offence can either go for it on 3rd down, or “punt”, by having the game officials move the ball up field 25 yards from the last line of scrimmage.

Play Clock

25 seconds will be allowed to get the ball in play. Referees will give the offensive team a 10 second warning when the play clock is winding down.

Half-time - 10 minutes

Time Outs

Each team will be allowed two timeouts per half. Only a player on the field or the Head Coach may request a timeout. If a coach calls a third time out, at the referee’s discretion he may penalize the team of 5 yards with the down repeated.

Field

Standard sized field – 110 yards in length – as close as possible, 65 yards in width
9 man field size – 110 yards in length – as close as possible, 50 yards in width

Football

Wilson Size 5 K2

PEE WEE

- 15 minute quarters – running time; except for the last 2 minutes of the 2nd and 4th quarters, rulebook time per the Canadian Amateur Tackle Football Rulebook pg. 4 & 5
- For all Peewee games during the period that coaches are allowed on the field, the following shall apply:
 - Blitzing will not be permitted, subject to the following:
 - On defense, line players are defined as anyone who is lined up within 1 yard of the Line of Scrimmage at the instant the ball is snapped.
 - Only line players will be allowed to move forward at the snap and cross the Line of Scrimmage. No other defensive players may cross the line until:
 - The ball crosses the Line of Scrimmage or:
 - The ball leaves the possession of the QB or:
 - The QB, with the ball in his possession, is outside the tackles.
- If a Peewee game goes into the mercy rule, blitzing will no longer be allowed.

PENALTY: 10 yards, down repeated.

NOTE: The intent of this wording is to restrict blitzing, but at the same time not restrict players from reacting to the play and playing proper defense. Obviously, if the ball has been handed off or fumbled, or if the QB is running a sweep, there is no reason that a defensive player can't read the play and cross the line accordingly. Accordingly, we all know what a blitz is when we see it. We will be instructing the officials to follow the spirit of the rule, and if someone is trying to look for loopholes to circumvent the rule, they will be penalized. Conversely, if a player is not blitzing, but somehow inadvertently violates one of the clauses above as a result of them just playing football, the officials will not be looking to nitpick and find penalties that don't exist.

- Starting line of scrimmage determined by kick-off return.
- One coach on the field for the first 3 regular scheduled games. However, the coach must remain 15 yards behind the line of scrimmage after players leave the huddle.

Coaches on the field

One Coach allowed on the playing field during play for the first 3 weeks. The coach shall not run with the play or provide instructions once the quarterback instructs the team to set. The coach must remain 15 yards behind the line of scrimmage after the QB begins his cadence. A bench warning will be assessed if this is not adhered to.

Play Clock

25 seconds will be allowed to get the ball in play. Referees will give the offensive team a 10 second warning when the play clock is winding down.

Half-time - 10 minutes

Timeouts

Each team will be allowed two timeouts per half. Only a player on the field or the Head Coach may request a timeout. If a coach calls a third time out, at the referee's discretion he may penalize the team of 5 yards with the down repeated.

Scoring

- Touch down: 6 points
- Rouge: 1 point
- Safety Touch: 2 points
- Field Goals – 3 points for a field goal, snap required. On field goals the center/snapper is off limits – defense cannot initiate a hit on the center/snapper, regardless of the outcome of the play (i.e. fumbled snap, fake kick, etc.), unless the center initiates contact. Hitting the center/snapper will result in a 15-yard penalty and a first down for the offence.
- Extra Point – 1 point for a run, 1 point for a forward pass, 2 points for a kicked convert
 - No snap required on a kicked convert; ball to be placed on the ground and line of scrimmage on the 5-yard line.
- A blocked extra point or failed extra point resulting in an interception or fumble recovery by the defense cannot be run back for a score.

Punting

- On 3rd down the offense can either
 - Run a regular play; or,
 - Punt with a snap from center; or,
 - Punt with the punter 10 yards behind the line of scrimmage with the ball in his hands and the play initiated by a whistle from the referee. In the case of option 3, no player on the punting team is allowed to line up inside (in this situation only the punter can recover the ball on the punting team), and no fake punts are allowed
- Teams will also have the option of a 30 yard march off by game officials
- On punts with a snap from center, the center/snapper is off limits. The defense cannot line up over the center/snapper or initiate a hit on the center/snapper, unless the center initiates contact. If the defense does line up over the center or initiates contact, a 15-yard roughing penalty will be assessed
- If, during a punt, the ball does not travel more than 10 yards from the kicking point, the referee will whistle the play dead. The possession of the ball will change and the ball will be placed at the point at which it contacted the ground

Field

- 12 man field size: 110 yards in length – 65 yards in width or as close as possible
- 9 man field size: 110 yards in length – 50 yards in width or as close as possible

Football - Size 6 TDJ

JUNIOR BANTAM

- 15 minute quarters – running time; except for the last 2 minutes of the 2nd and 4th quarters, rulebook time per the Canadian Amateur Tackle Football Rulebook pg. 4 & 5
- All special teams in effect, starting line of scrimmage determined by kick-off return

Coaches on the field

One Coach allowed on the playing field during play for the first 3 weeks. The coach shall not run with the play or provide instructions once the quarterback instructs the team to set. The coach must remain 15 yards behind the line of scrimmage after the QB begins his cadence. A bench warning will be assessed if this is not adhered to.

Play Clock

25 seconds will be allowed to get the ball in play. Referees will give the offensive team a 10 second warning when the play clock is winding down.

Half-time - 10 minutes

Timeouts

Each team will be allowed two timeouts per half. Only a player on the field or the Head Coach

may request a time out. If a coach calls a third time out, at the referee's discretion he may penalize the team of 5 yards with the down repeated.

Scoring

- Touch down: 6 points.
- Rouge: 1 point
- Safety Touch: 2 points
- Field Goals – 3 points for a field goal, snap required. On field goals the center/snapper is off limits – defense cannot initiate a hit on the center/snapper, regardless of the outcome of the play (i.e. fumbled snap, fake kick, etc.), unless the center initiates contact. Hitting the center/snapper will result in a 15-yard penalty and a first down for the offence
- Extra Point – 1 point for a run, 1 point for a forward pass, 2 points for a kicked convert
 - Snap required on a kicked convert; line of scrimmage to be 5 yards from the uprights.
 - A failed extra point resulting in an interception or fumble recovery by the defense cannot be run back for a score.

Punting

- On punts, converts, and field goal formations the center/snapper is off limits; defense cannot line up over the center or initiate contact on the center/snapper. If the defense does line up over the center or initiates contact, a 15-yard roughing penalty will be assessed.

Field

- 12 man field size: 110 yards in length – 65 yards in width or as close as possible
- 9 man field size: 110 yards in length – 50 yards in width or as close as possible

Football - Size 7 TDY

OTHER RULES

Forfeiture of Games

If, according to the VICFA Handbook, an Association cannot field a team for a VICFA scheduled game, that Association shall pay a forfeit fee of \$75.00. The forfeiting Association must also pay for cost of officials, unless the allocator 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.

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 30-0 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 0-0 tie, but no points will be awarded to either team. This rule is intended to allow teams to possibly participate in

scheduled games even when unforeseen events prevent them from fielding the minimum number of players from their verified rosters. It is not intended to allow teams to repeatedly participate without meeting the minimum requirements of players on the verified roster or number of active players.

VICFA Roster Verification Rules

For spring season there is no frozen roster. The only verification is for age limit only.

NOTE: 2 copies will be provided for every game – One to the game commissioner and one to the opposing team manager.

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 verification purposes are: original birth certificates, passports, BC driver's licenses or ID cards, citizenship papers, official court orders, certification of birth certificates (with file number), baptismal certificates, care cards that show birth date are acceptable proofs of age. There can be no exceptions to this rule by VICFA Executives unless approved by Majority Resolution.

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 VICFA executive, An Association President or a representative that is designated by the VICFA Executive, or a designate representative from each club (but subject to and conditional upon the prior express approval in writing from the VICFA 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 WILL BE NO EXCEPTIONS TO THIS RULE, including Game Commissioners, unless expressly approved by Majority Resolution.

Removing Players from roster. If a player is no longer on the team, the names shall have a single line drawn through it. Any name that is crossed off an Official Roster is off for the season.

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 fail to comply with this rule will be dealt with by a special committee, appointed by a VICFA Executive and may be subject to sanctions, including but not limited to fines or other penalties. Recommendations of this committee will be final, and there is NO appeal.

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 VICFA Spring 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 VICFA Season or was during the previous VICFA 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 VICFA 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 VICFA Off-Season) or Appendix E-2 (during the VICFA Season). A copy of the signed release must be provided in writing to the VICFA 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 and 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 dues 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 VICFA 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 VICFA Spring Flag or Fall Tackle season. Association must provide a list of these individuals to the VICFA Secretary, which will be circulated to all VICFA Presidents and/or noted in the electronic/online registration system.

Eligibility

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 teams’ Official Roster and is verified in accordance with the above VICFA roster verification rules.

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

RULES AGAINST RECRUITMENT

- a) Any coach/executive member who recruits a player(s) that has not obtained a release from their Previous Association or from a team within their 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 VICFA for a third offence.
- b) For the purpose of this rule, “recruit” – means to engage, directly or indirectly, in finding, soliciting, enticing, encouraging, or attracting athletes to move from one Team/Association to play for another Team/Association.
- c) No player is to receive any type of payment to play in the VICFA.
- d) No player will be reimburse for any expenses that incur to attend practices or games that are not offered to the entire team unless approved by the VICFA.

Sideline Privileges & Restrictions

- During the game, the only persons who may legally occupy any position on the sidelines are: field officials, downs man, time keeper and scorer
- During the game, the team bench area may be occupied only by substitute players, and other authorized non-playing personnel of the team consisting of coaches, team trainer, team manager or organization’s players at the discretion of the team’s HeadCoach.

Coaches on Field

No coaching staff besides; the pre-authorized coach that has been granted permission from the referee; shall be allowed on the playing field during play. Infraction of this rule will result in 10 yard penalty against the offending team.

Equipment

All privately owned helmets, and shoulder pads must be approved and checked by their Organization’s Equipment Manager prior to the season.

Mouth guards

Regulation mouth guards are mandatory and they must be attached to the facemask at all times. Only exception of this is if a player wears a special mouth guard, the Head Official must be notified before the start of the game.

Uniforms

An Association must apply in writing to the VICFA before choosing a team colour. All team colours will be grandfathered from their original membership into the VICFA.

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.

If there is a conflict in colours team coaches will communicate with the opposing team to work

out jersey colours. An email regarding jersey solution must be sent to the VICFA President.

Visors

All visors must be clear, No tinting allowed

No medical exceptions are allowed. All visors must be cleared by their Organization's Equipment Manager or a Head Coach for correct installation.

Cleats

Molded or screw in plastic cleats are permitted. Absolutely no metal or metal-tipped cleats are permitted. If in question, the referees may check both teams for the existence of metal or metal-tipped cleats prior to the start of a game.

Stikum

"Stikum" and stikum-like substances are not permitted.

Electronic Communications

Radio and telecommunications devices are not permitted to be used by/between coaches and other team staff at any time.

Game Preparation

Use of game film for study and preparation is allowed only if your team is one of the teams on the film. Use of game film that does not include your team is prohibited.

Game Scores

All commissioner reports & play count sheets shall be emailed in to vicfainformation@gmail.com by the home team by the Monday @ 5:00pm following the game . The Commissioner Report must be filled out completely (both sides) including Head Coach signatures after the games. Coaches should review the report carefully before signing as your signature indicated you agree with all information on the sheet. A copy of all documents will also be cc'd to both team presidents. Failure to comply will result in a fine by the offending Organization of \$100.00 payable to Vancouver Island Canadian Football Association within 7 business days.

Player Registration

Competing teams can ONLY field players for a game that have been registered to an organization playing in the VICFA season for their division. If a team plays a regular season or playoff game with a player that is not registered on that team then that game is automatically forfeited. (See *BCCFA handbook regarding playing up*).

Coach Registration

- All adult coaches, team trainers, team managers and park managers/coordinators **MUST** have their criminal record check and coaching application completed (online or paper) and handed in to the Organization's Coaching Coordinator or President.
- All organizations will have 7 days to produce any Criminal Record Check and Coaching application to VICFA President upon request.
- As well, all adult coaches **MUST** have an online concussion protocol course completed

and handed in to the Organization's Coaching Coordinator or President.

- If a team takes part in a regular season or play-off game with any of its coaches not having the criminal record check and coaching application completed and handed into their Organization then that game will be automatically forfeited.

Blocking and Low Contact

- A player shall be penalized for unnecessary physical contact, including but not limited to, running into, diving into, cut blocking or throwing their body on a player who is: out of the play, or should not have reasonably anticipated such contact by an opponent, before or after the ball is dead.
- Crack Back Blocking: **No** crack back blocking below the waist.
- Cut Blocking: Canadian Amateur Rules apply, inside box only, tackle to tackle, initiated above the knees within one (1) yard from either side of line of scrimmage.
- Low Contact: There shall be no contact at or below the knees on any player, except when tackling the ball carrier.
- High Contact: is a forcible hit above the shoulders; this will be penalized as a personal foul.

Major Penalty

Any players receiving any Major Penalty (Personal Foul, Unsportsmanlike Conduct etc.) that will be recorded on the Game Commissioners Sheet will require that player being held out for two plays.

Coaches:

- Any coach receiving 2 penalties for any combination of either objectionable conduct or personal foul in one game will also receive an automatic game ejection.
- Any ejected coach must leave the park/stadium. Failure to do so can result in forfeiture of the game.
- Any coach ejected from a game for any reason will also receive a one game suspension to be served on the next schedule game (excluding Bye games) following the game he/she has been ejected from. Failure to do so can result in forfeiture of the game.
- Any coach serving a game suspension is NOT allowed contact with the team on the date of the game the suspension is being served.

Players:

- Any player receiving 2 penalties for any combination of either objectionable conduct or personal foul in one game will also receive an automatic game ejection.
- Any ejected player must leave the player's side of the field. Failure to do so can result in forfeiture of the game.
- Any player receiving 2 game ejections for any reason will also receive a one game suspension to be served on the next schedule game (excluding Bye games) following the game he/she has been ejected from.
- Any player serving a game suspension is NOT allowed contact with the team on the date of the game the suspension is being served. Failure to do so can result in forfeiture of the game.

Mercy Rules

If there is an 18-point spread or more at half time, the losing team has the choice of kicking or receiving the ball at the start of the 2nd half.

The referee also has the right to stop the game if the imbalance between skills and abilities of the two teams playing are, in the judgment of the referee, creating an unsafe situation for players involved. A coach may at any time approach the head ref to end the game for any of the above reasons. A coach that violates this rule and removes his team from the field will be reviewed by the VICFA board and could face sanctions.

After being scored upon, a team losing by 30 or more points has the option of taking the ball at their 40-yard line instead of receiving a kick-off.

Any time after the first half, if the difference in score between the two teams becomes 30 points or more, the clock will be running time for the remainder of the game, except for injuries or any reason the Referee deems necessary to stop the clock. The team holding the deficit will have to score before the winning team will be awarded any extra points they may score in the remainder of the game. The scores by the winning team will still have their points documented so that the necessary points can be awarded based on the 30-point max point spread.

Field Closures

In the event that a park or a team's field is closed or its practice or games otherwise cancelled for reasons outside of its control, that it be allowed a make-up practice within the following two weeks. All other teams can continue with their regular scheduled practices.

Practices can commence as soon as teams want - As per Football Canada mandate the first week (3 days) of practices will be no gear with Safe Contact instruction. Teams may practice up to 2 hours/3 days per week.

Game Commissioner

The home team must provide a Game Commissioner for the game. The Game Commissioner will be positioned between player benches during the entirety of the game. They will fill out the required forms and paperwork, and liaise between the teams, and game officials as required. They will in turn provide all completed paperwork back to the team manager at the end of the game. *(See attached for additional duties)*

SPORTSMANSHIP INFORMATION

Coaches

It is vitally important that a coach's actions and behavior, at all times, bring credit to himself, his institution/organization, and the game of football.

During a game, a coach should be as inconspicuous as possible. Coaches are encouraged to demonstrate a friendly and kindly attitude toward their players.

In the interests of enjoyment and growth of the game, administrators and coaches should encourage the type of fan support which is conducive to producing an environment of good

sportsmanship and healthy competition.

- No foul language on the bench or on the field,
- No yelling/foul language directed at opposing players, opposing coaches, and game officials, or inappropriate behavior such as grabbing player's facemasks etc.
- Must have read/signed and returned their Organizations Coaches Code of Conduct
- All Organization's Coaching Staff members must have submitted a signed VICFA Code of Conduct within 1 week of the start of the regular season. (see Appendix C)
- Must follow VICFA's Social Media policy (Appendix G)

Players

- No foul language/yelling at opposing players, coaches, officials,
- No punching, kicking or pushing players,
- No spitting on hands or refusing to shake hands at end of game
- Must have read/signed and returned their Organizations Players Code of Conduct
- Must follow VICFA's Social Media policy (Appendix G)

Referee's Discretion

Issues of sportsmanship will be at the discretion of game officials. Generally coaches and players will be given one warning before being assessed sportsmanship penalties; however judgments in these scenarios will be dependent upon the discretion of the game officials.

We value your contribution and skill to run the games and enforce the rules but we caution all officials to constantly err on the side of player safety.

ADMINISTRATION

Votes and Meetings

If an Association President is unable to attend a Presidents' meeting, the Association President must provide in writing to the VICFA 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.

Full Associate members will be assessed a charge of \$250.00 if 2 meetings are missed.

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 VICFA, as the case may be).

Each Executive member has one vote. If an association president holds a position on the Executive they only hold one vote unless they have a representative to vote as a member of their association.

If an Executive/Board members identifies an issue of concern it is to be brought to the other executive/board members and a decision made if it needs to go to the discipline panel.

An Association will not have a vote at any meeting of the VICFA unless and until that Association is in good standing with VICFA. This applies to the VICFA's Annual General Meeting ("AGM") or at any meeting of the Associations called by the VICFA.

Any team withdrawn by an Association after the declaration date, for spring and fall as determined by VICFA, will result in a \$500.00 fine per instance assessed to and payable by the team's Association to the VICFA.

All Associations hosting or attending any tournaments must first obtain approval and sanctioning by the VICFA so that the VICFA has a list of teams participating in the tournament or attending.

APPENDIX A

Contacts:

- VICFA PRESIDENT – vicfainformation@gmail.com
- REFEREE COORDINATOR – murrayclarke@shaw.ca
- GVMFA – gvmfa.general@gmail.com
- COWICHAN – president@cowichanfootball.com
- NANAIMO – footballnanaimopresident@gmail.com
- OCEANSIDE – OYFA.info@gmail.com
- COMOX – cvraidersfootball@gmail.com
- VICTORIA SPARTANS – president@spartansfootball.ca

APPENDIX B

VICFA DISCIPLINARY POLICY & PROCEDURES

The purpose of this disciplinary Policy is to ensure a safe and positive environment by making all participants in youth football aware that there is an expectation, at all times, of appropriate behaviour consistent with the VICFA's values.

The VICFA is committed to providing an environment in which all VICFA members are treated with courtesy and respect and characterized by the values of fairness, integrity, and open communication. Participation in the VICFA, as well as participation in VICFA Activities, brings with it many benefits and privileges.

At the same time, VICFA members are expected to fulfill certain responsibilities and obligations including, but not limited to, complying with the policies, bylaws, rules and regulations of the VICFA. This policy is enforceable continuously between spring and fall seasons. I.e: decisions made in the spring season will continue into the fall season.

Irresponsible behavior by VICFA members can result in severe damage to the reputation and integrity of the VICFA. The Policy provides a common set of expectations and requirements in the applications of sanctions. A Disciplinary Committee decision may include educational sanctions, game suspensions, administrative suspensions as well as fines and bonds / bond forfeit and other such conditions that may be appropriate to the behaviour.

In applying sanctions there is consideration for mitigating and aggravating factors as well as whether the sanction should be game- based or term-based. Sanctions should be consistent across all levels of the game for the category of misconduct. The Disciplinary Committee is tasked with carrying out what is best for the game and to provide learning and personal betterment opportunities to participants in youth football.

The Policy is not intended to specifically outline every instance of misconduct. As such, misconduct not specifically listed in the Policy that is not in line with expected behaviour may still constitute a breach of the Policy and be subject to sanctions. Good sense and common decency must prevail as is intended by ethics and standards of behaviour.

Since discipline and sanctions may be applied, it is only fair to provide VICFA members a mechanism so that complaints and disciplinary matters are dealt with fairly, expeditiously and affordably.

Progressive Discipline

Discipline is meant to be consecutive, additive and progressive. Multiple misconduct regardless of category results in progressive discipline (even if heard at one hearing). For every incident of misconduct or escalation in conduct subsequent to the initial action, the degree of suspension steps up progressively. Each new action is separate and distinct from the previous attracting its own potential discipline at potentially the next level of discipline.

The Disciplinary Committee has the obligation to be reasonable in the application of suspensions and ensure that level of sanction is appropriate to the misconduct. Circumstances must be considered as well as the opportunity for education or other sanction. Sanctions of individuals must consider what is best for the sport and where reasonable may have allowance for transfer of duties, activity under supervision or limited participation under a clearly defined scope.

Mitigating and aggravating factors may lessen or increase the type, length and breadth of sanction. For players, the application of progressive discipline recognizes that football is a competitive game and that not all offences are treated equally; nor do they attract the same level of progressive discipline.

Disciplinary Committee

The Disciplinary Committee has a responsibility to investigate any formal complaint brought to their attention or on information that becomes available to it that is indicative of misconduct. The VICFA President or Executive member (Vice President, Treasurer or Secretary) will appoint a Disciplinary Committee of 4 Association Presidents or Executive Members except those involved in the complaint. The VICFA President will not be on the Discipline Committee but the Designated Executive members can be. A chair will be appointed once a complaint is received. The Disciplinary Committee is charged with the responsibility to:

1. Uphold the principles of natural justice and duty to act fairly.
2. Ensure that the meeting process is free of bias, impartial and unprejudiced.
3. Provide adequate prior notices of hearing that identify the critical issues and contain sufficient information for respondents to be able to participate meaningfully in the decision-making process.
4. Ensure a fair hearing where the respondent is given a reasonable opportunity to represent himself or herself.
5. That the committee members genuinely consider the respondents submissions in making decisions.
6. Inquire into all allegations of misconduct and to investigate when necessary.
7. To determine the disposition of all discipline matters brought before the committee.
8. Keep a written record of decisions rendered.

Application of this Policy

1. This Policy applies to all VICFA members.
2. This Policy only applies to complaints and disciplinary matters that may arise during the course of, or directly related to VICFA Activities.
3. Complaints and disciplinary matters arising within the business, activities or events organized by entities other than the VICFA (such as but not limited to individual Associations or zones) will be dealt with pursuant to the policies of those other entities.

Reporting a Complaint

1. Any VICFA member may report in writing (email) to the President (with a copy to the VICFA Secretary) any complaint. Such complaint must be signed and in writing, and must be submitted to the President (with a copy to the VICFA Secretary) within fourteen (14) days after the alleged incident. Anonymous complaints may be accepted at the sole discretion of the President.

2. 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 Disciplinary Committee. This decision may not be appealed.
3. The Disciplinary Committee will determine whether the complaint is frivolous or vexatious. If the Disciplinary Committee determines the complaint is frivolous or vexatious, the complaint will be dismissed immediately.
4. If a complaint is determined by the Disciplinary Committee to be appropriate for further investigation, the complaint will be designated by the Disciplinary Committee 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 Disciplinary Committee to determine whether a complaint is to be dealt with as a major or minor infraction. This determination cannot be appealed.
5. If the incident is to be dealt with as a minor infraction, the President will inform the parties and the matter will be dealt with according to the section relating to minor infractions.
6. If the incident is to be dealt with as a major infraction, the President will inform the parties and the matter will be dealt with according to the section relating to major infractions.

Timeline and Procedures

- Complaint to VICFA President with a copy to the VICFA Secretary.
- Complaint forwarded to the Discipline Panel
- Once accepted by the Discipline Panel and agreed to a Minor or Major infraction (within 48 hours) an email will be sent to the parties involved notifying them of the complaint and asking for evidence within 5 days.
- Discipline committee will review all evidence and a decision will be made. The Chair will forward decision to the VICFA President who will notify all parties involved.

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.

Minor Infractions

1. 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 VICFA of providing an environment in which all VICFA members are treated with respect and characterized by the value of fairness, integrity and open communication; and
 - (iii) Non-compliance with the policies, procedures, rules and regulations under which the VICFA is governed.

2. All disciplinary situations involving minor infractions will be dealt with by either the Disciplinary Committee, or if the Disciplinary Committee considers it to be reasonable in the circumstances, the President may delegate authority to deal with the matter to an appropriate Person in Authority.
3. 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 Disciplinary Committee or the appropriate Person in Authority responsible for discipline of such infractions. If considered practical, the Disciplinary Committee may determine that the procedure for dealing with a minor infraction may be undertaken by way of 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.
4. In circumstances of reasonable urgency (including but not limited to matters that will impact a play-off game, 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 President (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.
5. 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 VICFA activity or event; or
 - (iv) Suspension or disqualification from a future VICFA activity or event
 - (v) Any other reasonable sanction or discipline considered appropriate by the President for the infraction.
6. Minor infractions that result in discipline will be recorded and maintained by the VICFA. Repeated minor infractions by a Respondent may result in any such repeated minor infraction by the Respondent being considered a major infraction in future.
7. Any sanctions recommended by a Person in Authority, who is not a member of the VICFA Executive, must be immediately reported to and shall be subject to review by the VICFA Executive within 7 days after the occurrence of the incident. The sanctions imposed or other disciplinary actions taken may be replaced by reasonable sanctions or disciplinary actions deemed appropriate by the VICFA Executive.

Major Infractions

1. Major infractions are instances of repeated or other misconduct that result, or have the potential to result, in harm to other persons, VICFA members or the VICFA or that

demonstrate a material disrespect or disregard of VICFA policies, its goals, objectives and values.

2. Examples of major infractions include, but are not limited to:
 1. Repeated incidents of disrespectful, offensive, abusive, racist or sexist comments or behavior directed towards others;
 2. Repeated conduct contrary to the ideals and objectives of the VICFA of providing an environment in which all VICFA members are treated with respect and characterized by the value of fairness, integrity and open communication;
 3. Activities or behavior which interfere with a competition or with any athlete's preparation for competition;
 4. Incidents of physical abuse;
 5. Pranks, jokes or other activities that endanger the safety of others;
 6. Disregard for the policies, procedures, rules and regulations under which VICFA Activities or events are conducted;
 7. Conduct which results in harm to the image, credibility or reputation of the VICFA and/or its' sponsors;
 8. Consumption of alcohol or being intoxicated by drugs or alcohol during VICFA 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;
 9. Any use of alcohol by minors;
 10. Any use of illicit drugs or narcotics;
 11. Any use of banned performance enhancing drugs or methods.
 12. Occurrence of multiple minor infractions within a 24 month period (where multiple minor fraction refers to more than one infraction considered by the VICFA Executive to be of the same, similar or greater severity); or
 13. A single incident of conduct which is considered by the VICFA Executive to be severe and has resulted, or has the potential to result, in substantial harm to the VICFA, VICFA members 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 VICFA at its sole discretion.*

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 Policy.

Serious Infractions

The President, 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 the Disciplinary Committee 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 VICFA Members, especially but not only athletes).

Where it is brought to the attention of the President, that a VICFA Member 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 President may suspend the VICFA Member pending further investigation, a hearing or a decision of the Disciplinary Committee.

Notwithstanding the procedures set out in this Policy, any VICFA Member 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 VICFA Executive considers serious or a potential risk to the health or safety of VICFA Members, will face automatic suspension from participating in any VICFA Activities until otherwise determined by the VICFA Executive and may face further disciplinary action by the VICFA in accordance with this Policy.

DISCIPLINE PANEL AND HEARING POLICY

1. Within fourteen (14) days after notifying the Respondent of a complaint of a major infraction, the President, will appoint a disciplinary panel (“Panel”) of all Association Presidents 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 President may by notice in writing to the Panel specify member of the Panel who is to be the Chairperson
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.
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 VICFA Executive.
4. Having regard to the nature of the disciplinary 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.

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:

1. Format (hearing by documentary evidence, oral hearing or a combination of both);
2. Date and location of the hearing;
3. Timelines for the exchange of documents;
4. Clarification of issues in dispute;
5. Any procedural matters including order and procedure of the hearing;
6. Remedies sought;
7. Evidence to be brought before the hearing;
8. Identification of any witnesses; or
9. Any other procedural matter that may assist in expediting the hearing.

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, within 5 days of receiving notification, 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.

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:

1. The affected parties will be given at least three (3) days' notice in writing of the day, time and place of the hearing;
2. The affected parties will be provided copies of all evidence to be relied upon;
3. Decisions will be by majority vote where the Chairperson carries a vote;
4. Panel members will refrain from communicating with the parties except in the presence of, or copy to, the other parties;
5. The parties may be accompanied by a representative;
6. No barrister or solicitor shall represent any such person or organization at the hearing of any misconduct, protest, complaint or appeal, unless:
 1. As an Association Official of the team, association, league or affiliated association concerned and has been so for a period of three months immediately preceding the submission of misconduct, protest claim, complaint or appeal; and
 2. Whose name appears on the affiliation form of such team, association, league or affiliated association as an executive officer; and
 3. A person so identified, may only represent the player, team, association or league in the capacity of an Association Official.
7. The Respondent will have the right to present evidence and argument;
8. Any party actually or potentially affected by the matter may be made party to the hearing by the Panel;
9. 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;
10. The hearing will be held in private;
11. Each party will bear their own costs;
12. Once appointed, the Panel will have the authority to abridge or extend timelines associated with any aspect of the hearing.
13. If the Respondent chooses not to participate in the hearing, the hearing may proceed in any event in the absence of the Respondent, if the Panel determines that it has sufficient evidence to make a sound and supportable decision. If the Panel is unable to render a decision, the Respondent shall be suspended until such time that they make a written request for another hearing. The VICFA may, at its discretion, charge a fee of \$1,000 for re-scheduling a hearing.
14. 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.
15. 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 President, and the VICFA Executive within fourteen (14) days of the conclusion of the hearing, unless otherwise approved by the VICFA Executive.

Sanctions

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

1. Written reprimand to be placed in the individual's file;
2. Written apology;
3. Removal of certain privileges of participation in VICFA Activities;
4. Suspension from specified VICFA Activities;
5. Payment of a financial fine in an amount to be determined by the Panel;
6. Suspension from all VICFA Activities for a designated period of time;
7. Suspension of VICFA funding;
8. Expulsion from membership in the VICFA (in accordance with and subject to the bylaws and constitution of the VICFA);
9. Publication of the Panel's decision; or
10. Other sanctions as may be considered appropriate for the infraction.

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

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 VICFA Activities, suspension of membership in VICFA (if in accordance with and subject to the provisions of the bylaws and constitution of the VICFA) or such other sanctions and discipline as the Panel may determine to be reasonable and appropriate until such time as compliance occurs.

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

1. The nature and severity of the incident;
2. Whether the incident is a first offence by the Respondent or has occurred repeatedly;
3. The Respondent's acknowledgment of responsibility,
4. The Respondent's remorse and post-infraction conduct;
5. The age, maturity or experience of the Respondent;
6. Whether the Respondent retaliated;
7. The Respondent's pre-infraction conduct, including prior involvement with VICFA Activities; and
8. The Respondent's prospects for rehabilitation.

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 VICFA) will be maintained by the VICFA at the VICFA office for major infractions that result in a sanction.

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.

Confidentiality

The discipline and complaints process is intended to be confidential involving only the parties, the President, VICFA 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).

VICFA APPEALS POLICY AND PROCEDURES.

Decisions of the Disciplinary Committee, Panel, Decision Maker, or a Person in Authority, pursuant to the VICFA Disciplinary Policy, may (unless rights to an appeal are expressly precluded by the provisions of the VICFA Handbook) be appealed in accordance with the provisions of this “Appeal Policy”.

Definitions

The following words, phrases or terms will have ascribed to them meanings in this Appeal Policy the following meanings:

1. “Appeals Panel” means the person, panel or body appointed pursuant to this Appeal Policy to hear an appeal of a decision of a VICFA Decision Maker.
2. “Appellant” means the VICFA Member appealing a decision of a VICFA Decision Maker pursuant to this Appeal Policy.
3. “*VICFA 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 President, the VICFA Executive, a VICFA Commissioner, a Person in Authority, a Decision Maker or a Panel appointed pursuant to the VICFA Disciplinary Policy).

Purpose

The VICFA 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 VICFA. Conduct that violates these values may be subject to sanctions pursuant to VICFA Disciplinary Policy. Since sanctions may be applied, it is only fair to provide the VICFA Members with some mechanism to appeal what may appear to be unfair treatment or decision of a VICFA Decision Maker. The purpose of this Appeal Policy is to enable appeals within the VICFA to be dealt with fairly, expeditiously and affordably.

Scope and Application of this Policy

Any VICFA Member who is directly affected by a decision of a VICFA Decision Maker will have the right to appeal that decision, provided there are sufficient grounds for the appeal as set out in this Policy. This Policy will not apply to decisions relating to:

1. Matters of employment or contract with the VICFA;
2. Infractions for doping offences;
3. The rules of football;
4. Matters relating to the substance, content or establishment of team selection criteria;
5. Volunteer appointments and the withdrawal or termination of those appointments;
6. Matters of budgeting or budget implementation;
7. Matters of operational structure or committees;

8. Discipline matters and decisions arising during events organized by entities other than VICFA, which are dealt with pursuant to the policies of those other entities; or
9. Any request for exemptions to the time requirements for launching an appeal, and determinations of “insufficient grounds” for an appeal.

Timing of Appeal

A VICFA Member (an Appellant) who wishes to appeal a decision of a VICFA Decision Maker will have seven (7) days from the date on which the Appellant received notice of the VICFA Decision Maker’s decision, to submit in writing to the President (copying the VICFA Secretary) the following:

1. Notice of the Appellant’s intention to appeal,
2. Grounds for the appeal,
3. All evidence that supports these grounds,
4. The remedy or remedies requested, and
5. A payment of five hundred dollars (\$500), which will be refunded if the appeal is successful.

Any VICFA member wishing to initiate an appeal beyond the seven (7) day period must provide a written request stating reasons for an exemption to the requirement. The decision to allow, or not allow an appeal outside the 7-day period will be at the sole discretion of the President, and may not be appealed.

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 VICFA Decision Maker:

1. Made a decision for which it did not have authority or jurisdiction as set out in the Disciplinary Policy or the VICFA’s governing documents;
2. Made a decision based on a policy that is illegal or contrary to a statutory provision;
3. Failed to follow procedures as laid out in the bylaws or approved rules or policies of the VICFA, or
4. 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.

Screening of Appeal

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

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 President and may not be appealed.

Appeals Panel

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

1. The Appeals Panel will be comprised of four (4) 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.
2. If the Appeals Panel is comprised of four (4) 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 President will upon request of any Appeals Panel member appoint the Chairperson.

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:

1. Format of the appeal (hearing by documentary evidence, oral hearing or a combination of both);
2. Timelines for exchange of documents;
3. Clarification of issues in dispute;
4. Clarification of evidence to be presented to the Appeals Panel;
5. Order and procedure of hearing;
6. Location of hearing, where the hearing is an oral hearing;
7. Identification of witnesses;
8. Remedies sought; and
9. Any other procedural matter that may assist in expediting the appeal proceedings.
10. The Appeals Panel may delegate to its Chairperson the authority to deal with these preliminary matters on behalf of the Appeals Panel.

Procedure for the Hearing

1. The Appeals Panel may conduct the hearing by means of documentary review, conference call, video-conference or in person.
2. 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:
3. The hearing will be held within fourteen (14) days of the Appeals Panel's appointment, unless otherwise approved by the VICFA Executive.
4. The Appellant and VICFA Decision Maker will be given seven (7) days' notice in writing of the date, time and place of the hearing (unless the Appellant and VICFA Decision Maker each consent in writing to waive or reduce the period of notice).
5. Decisions will be by majority vote, where the Chairperson carries a vote.

6. 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.
7. 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.
8. A representative or advisor may accompany any of the parties.
9. The Appeals Panel may direct any other person to participate or present evidence in the appeal.
10. 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.

Procedure for Documentary Appeal

1. 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:
2. 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
3. The applicable principles and timelines set out in the *Procedure for Hearing* are respected.

Appeal Decision

Within fourteen (14) days of concluding the appeal (unless otherwise approved by the VICFA 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 VICFA Decision Maker. The Appeals Panel may decide to:

1. Reject the appeal and confirm the decision being appealed; or
2. Uphold the appeal and refer the matter back to the initial VICFA Decision Maker for a new decision; or
3. 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 \$500.00 to the Appellant.

A copy of the decision will be provided to each of the parties and to the VICFA Executive.

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.

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.

Confidentiality

The discipline and complaints process is confidential involving only the parties, the President, or designate and the Appeals Panel. 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).

Final and Binding Decision

The decision of the Appeals Panel will be binding on all parties and on all VICFA Members, subject only to the provisions of further appeal, if any, in accordance with Dispute Resolution Policy of the BC Provincial Football Association (BCPFA) to the extent applicable to the VICFA and in effect at the time.

No action or legal proceeding will be commenced against the VICFA (or any member of the VICFA Executive) in respect of a dispute, unless the VICFA has refused or failed to abide by the provisions for appeal and/or dispute resolution as set out herein.

APPENDIX C

VICFA Coaches Code of Conduct

Purpose

1. The purpose of this Coaches Code of Conduct is to ensure a safe and positive environment within VICFA 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 VICFA 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 VICFA business and events when such conduct adversely affects relationships within the VICFA and its work and sport environment and is detrimental to the image and reputation of the VICFA.

Responsibilities

5. All Coaches will comply with the following:
 - a) Maintain and enhance the dignity and self-esteem of VICFA 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;
 - 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 VICFA 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 VICFA 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 VICFA 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 VICFA 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.
- 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 VICFA, 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

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 VICFA 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 VICFA 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 VICFA ‘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 VICFA Executive.

Name

Signature

Date

APPENDIX D

Game Commissioner

The game commissioner shall be 19 years of age or older and locate themselves between the players' benches (between the two teams).

The Commissioner will be responsible for ensuring the following:

- a) Each team is prepared to play at least 30 minutes prior to the start of the game. All absent players are to be noted on the play counter sheets.
- b) If a team is late by 15 minutes to play a scheduled game, it will be considered forfeiture.
- c) The head officials are ready for the game to begin and that the game timing has been decided and the game balls have been chosen.
- d) The conduct of the players and team support staff on the benches is proper and issue instruction if required.
- e) Advise spectators to stay away from or near the player's benches or on the same side of the field as the players (ie: Westhills Stadium has bleachers and Windsor park has benches behind players benches. would like to refrain from spectators sitting there as it is distracting to players.)
- f) That, in the event of an injury, they shall check with the trainer to see if a stretcher or ambulance is required.
- g) That only qualified medical persons attempt to move a player with any neck back injury, and that an ambulance is called under these circumstances.
- h) That the Game Commissioner's report is properly filled out at the end of the game, including the signature of both the Head Coaches, as well as the Head Official. Commissioner reports shall be sent regardless if the game was a forfeit. The number of game officials that officiate, as well as their name, excluding sideline officials is recorded on the Game Commissioner's report.
- i) The completed reports are given to the team manager on the same day the game is concluded or as soon as possible thereafter.
- j) The game scores are properly recorded.
- k) The Game Commissioner's report shall include details of all serious infraction which must be completed at the time of the infractions as per the Head Referee's instructions, and ensure that the Head Referee initials all serious infractions on the form

A copy of the form, football rules and pen will be provided at the game.

It may sound like a lot but it is pretty straightforward. You do most of these things just by filling up the report.

APPENDIX E

Doing Sticks

(Please keep in mind that the referees will tell you where to stand and where to move)

In American football, the chain crew (commonly known as the "chain gang") are assistants to the referees who handle the first down measuring chain and the down indicator box. The members of the chain crew who operate the measuring chain are called rod men and the person who works the down indicator box is called the box man.

The down indicator box is a pole with a sign indicating what the current down is. A down is a period in which a play transpires. Before every play from scrimmage, it is placed on the sideline to mark the current line of scrimmage.



A play from scrimmage is the activity of the games during which one team tries to advance the ball, get a first down, or to score, and the other team tries to stop them or take the ball away. Once a play is over, and before the next play starts, the football is considered dead.

A line of scrimmage is an imaginary transverse line (across the width of the football field) beyond which a team cannot cross until the next play has begun. Its location is based on the spot where the ball is placed after the end of the most recent play and following the assessment of any penalty yards.

The first down measuring chain is used to measure the yards that the offensive team needs to gain a first down. It is a 10-yard metal chain with poles attached to each end. The poles, usually called "the sticks", are almost always covered in bright orange padding.

When a team gains a first down, one of the rod men places one end of the chain on the sideline parallel to the spot of the ball. The other rod man then stretches the chain out to mark the first down line. To ensure an accurate measurement, a clip is usually attached to the chain on the closest 5-yard mark on the field.

The chains will be brought directly onto the field whenever the referee needs an accurate measurement to determine if a first down has been made. A team may also request an accurate measurement to determine how far they have to reach for the first down.

For games at all levels below the NFL, the chain crew operates on the side of the field opposite the team's bench box.

APPENDIX F

Play Counting

Each team has to supply 2 volunteers, called 'Play Counters'.

Play Counters monitor the number of plays that each player participates in during the game. One play counter monitors our team's plays and the other monitors the play of the opposing team, thus having 2

Play Counters working together per team and recording each time a player is part of a play.

The Play Counters will work with each team's coaching staff to ensure all players play the minimum number of plays per game according to the numbers outlined below.

Play counters will completed and signed the play counting sheets and will forward the document to the game commissioner to add to the game report.

If the Player Participation Rules are not adhered to by one team, the opposing team has the option of forcing a forfeited game.

Player participation rules is 10 game plays (including special teams) per player

*Note: Player participation rule is for players dress for the game.

Injured/Hurt Players

- If a player is injured and is not expected to return to the game, the minimum play rule does not apply to the injured player.
- If a player is hurt (i.e. shaken up) and chooses to continue, then they return to the game and the team must comply with the Player Participation Rule accordingly.

Play Counters are to mark an X in one of the numbered spaces next to a player's name each time a player is on the field for a play. Once the player has completed the correct number of plays draw a straight line after the last play.

APPENDIX G

Social Media Code of Conduct

The purpose of this policy is to inform players, parents and supporters of the Vancouver Island Canadian Football Association and its associated Club's expectations in the use of social media.

There is the need to be mindful of behaviour that can impact on players, members and supporters and the reputation of the Clubs.

For the purpose of this policy, 'social media' and relevant information technology includes the transmission of text and images by, but not limited to, Facebook, Team App, Twitter, Flickr, Wikipedia, YouTube and internet sites.

This policy relates to the dissemination of information and images on the Club's social media sites as well as on sites used by its players, members, and supporters.

VICFA recognizes that social media is an effective means of communication within our Clubs community. Please remember that some of our junior players are also users of social media, and as such we expect all posts and comments to be appropriate to our audience.

DO NOT post material that is negative, offensive, obscene, defamatory, threatening, harassing, bullying, discriminatory, hateful, racist, and sexist, infringes copyright, and is otherwise unlawful or likely to bring the Club, its players, members, or supporters into disrepute.

The Club's social media is not to be used for promotion of any business, other than our paid sponsors, or otherwise endorsed by the Club.

The Club's social media is not to be used for complaints or negative comments. If you have an issue or question, please contact the person, by telephone or email the appropriate person prior to posting on social media.

Often your first point of contact will be your Team Manager, or a member of the committee.

Please remember that all our team managers, coaches, and committee are volunteers who have their own family and work commitments and may not be able to respond to you immediately.

Uploading of photographs to the club's social media is permitted. If you are uploading multiple pictures, please use the albums on the page so members can easily identify relevant teams.

If you see a photo of yourself or of your child on the Club's social media which you wish to be removed, please post a comment on the photo politely requesting its removal or contact our club secretary. Photos posted on the club's Facebook page may be used in other club communications including website or

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newsletters. Please be mindful of posting photos of other people's children, and please do not share publicly photos of other people's children without parental permission.

VICFA and the administrators of its social media sites reserve the right to;

- Remove any content which is deemed to breach this policy.
- Remove any person whom is deemed to have breached this policy.

This policy is subject to review and may be altered by the Club Executive.

Any changes to this policy will be announced via the Club's communications and members may be requested to be signatories to amendments.