

MENDO-LAKE EMPIRE JUNIOR FOOTBALL LEAGUE LEAGUE BYLAWS

Approved July 2022

RULES AND REGULATION

The undersigned Executive Directors and Team Presidents of the Mendo-Lake Empire Junior Football League, do hereby certify that the following bylaws were duly adopted as the League Bylaws of said organization on July 10, 2022, and that these bylaws now constitute the League Bylaws of the Mendo-Lake Empire Junior Football League.

EXECUTIVE DIRECTORS

Commissioner: Donald Ryan

Co-Commissioner: Gary Frace

Secretary: Melissa Cramer

TEAM PRESIDENTS

Cloverdale Chargers: John Turner

Fort Bragg Cubs: Holly Skinner

Kelseyville Chiefs: Eric Keener

Lower Lake Trojans: Dave Deakins

Middletown Colts: Jenny Finney

Northshore Junior Cougars: Mike Smith

Sonoma Dragons: Justin Weaver

Westshore Cardinals: Carrie Bridges

Willits Cougars: Shawn Simpson

Note: The original digital copy will be in the possession of The League Secretary.

TABLE OF CONTENTS

ARTICLE

I: Organization ... 4

II: Name ... 4

III: Goals & Objectives ... 4

IV: Governing Body ... 4

A. Board of Representatives ... 4

B. League Meetings ... 4

C. Amending Bylaws ... 5

V: Commissioner, Co-Commissioner & Secretary ... 5

A. Duties of Office ... 5

B. Probation ... 5

C. Suspension ... 5

D. Right to Appeal ... 5

E. Game Day Privileges ... 5

F. Roster Changes ... 5

VI: Conduct: Coaches, Parents, Spectators, Etc. ... 5

A. Role Models ... 5

B. Coaches Code of Conduct ... 5

C. Spectator Areas ... 6

D. Sidelines ... 6

E. 25-yard Marker & Injuries ... 6

F. Violations ... 6

G. Grievance Process ... 6

VII: Teams ... 6

A. Team Types ... 6

B. Peewee Teams ... 6

C. Junior Varsity Teams ... 7

D. Varsity Teams ... 7

E. Rosters ... 7

F. Physicals ...

G. Equipment ... 7

H. Uniforms ... 7

I. Footballs ... 7

VIII: Eligibility ... 7

A. Right to Participate ... 7

B. League Age ... 7

C. Maximum Limitations ... 7

D. Residential Boundaries ... 7

- E. Grade & Age Verification ... 7
- F. Verifying Player Home School ... 7
- G. Verification Difficulties ... 8
- H. Rosters ... 8
- I. Roster Addendums ... 8
- J. Criteria for Roster Changes ... 8

IX: Practices ... 8

- A. Sign-Ups ... 8
- B. Conditioning ... 8
- C. Full Contact ... 8
- D. Limitations ... 8
- E. Scrimmages ... 9
- F. Air Quality Index (AQI) Protocol ... 8

X: Games ... 9

- A. Number of Players ... 9
- B. Scales ... 9
- C. Weigh-Ins ... 9
- D. Game Times, Days & Cancellation ... 9
- E. Scoring ... 10
- F. Kicks ... 10
- G. Medical Personnel ... 10
- H. Officials & Fees ... 10
- I. Admission ... 10
- J. Rules & Regulations ... 10
- K. Non-League Games ... 10
- L. Mercy Rule ... 10
- M. Mercy Rule Violations ... 10
- N. Headsets ... 10
- O. Championship Games & Tiebreaker Rule ... 10
- P. Air Quality Index (AQI) Protocol ... 11

XI: Disciplinary Action & Responsibility ... 11

- A. Media Restrictions ... 11
- B. Team Representative Responsibilities ... 11
- C. Roster Signatures ... 11
- D. Coach Misconduct ... 11
- E. Background Checks ... 11
- F. Disciplinary Action Process ... 11

XII: Dues & League Expenses ... 12

- A. Initiation Fees & Dues ... 12
- B. Actual Expenditures ... 12
- C. Incurring Expenses ... 12
- D. Insurance (Proof of Insurance) ... 12

XIII: California Bill AB-2300 Youth Football Act ... 12

Appendixes

A. Grievance Form (Parts 1-3) ... 13, 14, 15

B. Official Roster Forms (sent electronically to each Team) ... 16

C. Official Roster Addendum Form (sent electronically to each Team) ... 16

ARTICLE I – ORGANIZATION

The purpose of the Mendo-Lake Empire Junior Football League (MLEJFL) organization is to provide a youth football program for children 7-14 years of age under the supervision of qualified adults. The League consists of nine (9) teams approved by majority vote by the MLEJFL Team Presidents (or their designated alternates).

ARTICLE II – NAME

The organization shall be known as the Mendo-Lake Empire Junior Football League, hereafter known as The League or MLEJFL.

ARTICLE III – GOALS & OBJECTIVES

The primary goal & objective of The League is to develop a recreational youth program that provides a fun and enjoyable environment for children 7-14 years of age, while also teaching the fundamental skills of tackle football and cheerleading through qualified adult supervision.

ARTICLE IV – GOVERNING BODY

A. Board of Team Representatives The policy-making body of The League shall be the Board of Team Representatives, hereafter known as The Board.

1. **Team Representatives** The Board shall consist of two (2) representatives from each team, with one alternate. Each team has one (1) vote per motion. Each team is responsible for selecting its own team representatives who will serve for at least one year. An alternate may be selected in case one team representative is unable to attend a League board meeting. However, only two (2) representatives will be allowed to enter into any discussion during meetings. In case of a tie vote, the Commissioner (or Co-Commissioner if the Commissioner is absent) shall cast the deciding vote.

2. **Quorum** A quorum is required to conduct League business. A quorum shall consist of team representatives from seven (7) teams. No board business may be conducted with six (6) or fewer teams present.

3. **Guests** Guests are allowed to attend meetings as silent observers, but may not offer any comments, suggestions, or dialogue unless first recognized by The Board.

B. League Meetings The Secretary shall notify all Team Presidents (and referee associations if necessary) of League board meetings one week prior to the meeting via email, text message and/or private League Board Facebook group. It is each team's responsibility to keep their contact information current.

1. **Annual Meeting** There shall be an Annual Meeting for the purpose of: nominating & approving Executive Directors, reporting on overall League status, discussion of upcoming season-related issues & concerns, beneficial guest speakers (such as referees or guests providing technical assistance, medical information, etc.), and voting on any pending proposals. The Annual Meeting typically occurs in February each year.

2. **Rules Meeting** If The League does not schedule a Rules Meeting for all teams and referee representatives to attend, Team Presidents are required to schedule a meeting with their respective officiating association prior to the first day of practice. A Rules Meeting typically occurs in July or August prior to the first scheduled game. Teams who share the same officiating association for their home games may coordinate one joint meeting if they wish. All head coaches must attend. All assistant coaches are encouraged to attend.

3. **Additional League Board Meetings** Additional League board meetings may be scheduled as needed. Typically a second meeting is scheduled in May.

C. **Amending Bylaws** Any team may request a bylaw change or addition. Proposals (either written or verbal) may be brought up for discussion at any League board meeting.

ARTICLE V – COMMISSIONER, CO-COMMISSIONER & SECRETARY

A. **Duties of Office** The Commissioner shall be the Chief Executive Officer of The League and will work with the Co-Commissioner and Secretary to give general supervision, control, and direction of matters relating to the administering of The League, as well as govern meetings and enforce rules. The Commissioner shall call all meetings of The League when they deem it necessary.

B. **Probation** The Commissioner/Co-Commissioner may place a player, coach, team, or League board member on probation for a specified period of time. “Probation” shall mean that a formal warning of a breach or violation of a League rule has occurred.

C. **Suspension** Further violations within the same playing year will result in a temporary suspension pending a League hearing. “Suspension” means revocation of membership from The League and disassociation with any team within The League.

D. **Right of Appeal** Any player, coach, team, or League board member having been suspended may appeal the decision of the Commissioner/Co-Commissioner and request a hearing at the next regularly scheduled League board meeting.

E. **Game Day Privileges** The League Commissioner, Co-Commissioner, and Secretary and one (1) guest of their choosing may attend any game free of admission. The Commissioner and Co-Commissioner have the right to attend weigh-ins. The Commissioner, Co-Commissioner and Secretary may stand on the sidelines to observe (but not affect) game play.

F. **Roster Changes** The League Commissioner and Co-Commissioner have the authority to allow any team to add a player or make changes to their Official Roster after the designated deadline. Roster addendums are due Friday by 5PM each week. Any addendum received after 5PM may be denied until the following week of play. **Last day to add new players: Sunday after the 4th game. [Approved 5/01/22].** Addendums must be emailed to the Commissioner, Co-Commissioner and Secretary. If approved, the Commissioner will sign, scan, and email back to the Secretary and Team Roster Representative. The Secretary will then email to each Team President, and post to the private League Facebook page group. See Article VIII; Sections H, I and J for details.

ARTICLE VI – CONDUCT OF COACHES, PARENTS, SPECTATORS, ETC.

A. **Role Models** Coaches and adults connected with this program will conduct themselves in a mature, positive manner at all times so as to set good examples for all youth. This includes behavior toward officiating staff during games.

B. **Coaches Code of Conduct** In addition to each team’s Code of Conduct, all coaches are expected to conduct themselves by the following standards:

1. Tobacco (in any form) is not to be used in the presence of the players, at any team practice, game or function, or on any school grounds.
2. The consumption of alcohol or drugs (in any form) is not to be used in the presence of the players, or at any team practice, game or function, or on any school grounds.
3. Profane or abusive language is not to be used at any time in the presence of players.
4. Grabbing players by their face masks or any physical abuse is unacceptable.

5. Verbal hazing or vocal abuse of players is not in the best interest of the player, team or League and is unacceptable.

6. It is important to remember that we are to teach players positive behavior, good sportsmanship and the idea of fair play. It is imperative that we as adults, coaches, and board members lead by example.

C. **Spectator Areas** Parents and all other spectators will remain in the stands and removed from the sideline benches and playing field at all times during the game. They will also refrain from yelling at players or referees. Referees should be aware of these rules and, if necessary, stop the game until everyone has returned to their seats in the stands or have moved away from team sidelines.

D. **Sidelines** Each team will be limited to approved personnel on the sidelines during games. Unless given special permission by Team Presidents, all home team personnel (including chain gang and film crew), must remain on the home team side of the field; visitors must remain on the visitor side.

E. **25-yard Markers & Injuries** All coaches and players on the sidelines must stay between the 25-yard markers during the game, except when there is an injured player on the field. The coach may then go to the injured player for a first-hand evaluation of their injury.

F. **Violations** Violation of the rules & regulations by any coach, assistant coach or team representative may result in the forfeiture of a game or several games.

G. **Grievance Process** Should any team, player, parent, etc. have a grievance, the following procedure must be followed:

1. The Grievant must fill out the League Grievance Form (Appendix A - Part 1) to provide a brief summary of the incident, issue or concern.

2. The Grievant will approach the Head Coach first by discussing the issue in a civil manner in an effort to find a reasonable resolution. This conversation should occur before or after a practice; it should not occur before or after a game. The Grievant should wait no longer than the Friday after the incident took place to discuss the matter with the Head Coach. The Head Coach should then immediately deal with the situation, discuss the end result with the Grievant, and write the results on the Grievance Form.

3. If the Grievant is still dissatisfied, they should take their Grievance Form to their Team Board of Directors. The Team Board will investigate the incident, take action to remedy the issue as they deem necessary, and note the results on the Grievance Form (Appendix A - Part 2) .

4. If the Grievant is still dissatisfied, the Grievant may then appeal their Grievance to the League Commissioner. All documentation should be included. The Commissioner will fill out the Grievance Form (Appendix A - Part 3). The Commissioner's decision is final (or see Article V, Section D).

ARTICLE VII – TEAMS

A. **Team Types** The League will consist of Varsity, Junior Varsity, and Peewee teams. New teams may join The League at any time by a majority approval of the League Board. But typically, new teams are interviewed at the Annual Meeting in February.

B. **Peewee Team** Peewee players will be 4th graders on down. The maximum weight for this division will be 95 pounds stripped weight prior to each game. **The minimum age will be 7 years by the first official day of practice (4th Monday of July). [Approved 5/01/22].** The maximum age will be 10 years on or before the first official day of practice (4th Monday of July). Players over 95 pounds may play up. (Proof of grade will be required.)

C. **Junior Varsity Team** Junior Varsity players will be 6th graders on down. The maximum weight for this division will be 125 pounds stripped weight prior to each game. The maximum age will be 12 years on or before the official first day of practice (4th Monday of July). Players over 125 pounds may play up. (Proof of grade will be required.)

D. **Varsity Team** Varsity players will be 8th graders on down. The maximum weight for this division will be 160 pounds stripped weight prior to each game. The maximum age will be 14 years on the official first day of practice (4th Monday of July) of the present season. There will be no minimum weight or age restriction, but good judgment by the coaches should be exercised when putting a small or young person on the Varsity team. (Proof of grade will be required.)

E. **Rosters** There will be no maximum number of players on each team roster, nor will there be any age break down as for the number of players at each age level.

F. **Physicals** All players and cheerleaders must complete a sports physical by a doctor who must provide a release to play. Each team must keep a copy of said sports physical on file.

G. **Equipment** All players will be outfitted in proper football equipment (i.e. NOCSAE updated helmets, all-purpose shoes, and NFHS approved equipment).

H. **Uniforms** No team may change or add colors to uniforms without written permission from The League Commissioner. The League does not require teams to have a numbering system.

I. **Footballs** All Peewee teams will use "Peewee" sized footballs. Junior Varsity teams are to use "Junior" sized footballs, and Varsity teams will use "Youth" sized footballs.

ARTICLE VIII – ELIGIBILITY

A. **Right to Participate** No player will be denied the right to participate because of race, color, sex, creed, or religion.

B. **League Age** League age shall be that age the player is on the official first day of practice (4th Monday of July). [Approved 5/01/22].

C. **Minimum & Maximum Grade & Age Requirements, Game Play Limitations** Football players must be age 7 by the official first day of practice (4th Monday of July) of the present season. The maximum age is 14 years on the official first day of practice (4th Monday of July), and an 8th grade student. No player may play in more than one (1) game per day. [Approved 2/12/20]

D. **Residential Boundaries** There will be no residential boundary requirements. Disputes between teams over players will be referred to The League Commissioner/Co-Commissioner. The League Commissioner/Co-Commissioner will make the final decision.

E. **Grade & Age Verification** Each player's grade must be verified by either the registrar, secretary, principal, or vice principal from the player's school or district office. The roster must be signed by that person. That person cannot be a board member or coach. If a team has players from different schools, then each of those schools must sign the roster verifying the information for each of its respective player(s). A copy of each player's birth certificate must be kept on hand at each game to be shown (upon demand) by the opposing team's President, Head Coach, Team Representative, or Commissioner/Co-Commissioner to show proof of age.

F. **Verifying Home School** Verification of home-schooled students will come from the parents of said child by providing a letter from the supervising school on school letterhead stating that the child is indeed being home schooled and what grade that player will be entering.

G. Verification Difficulties Should the Commissioner or Co-Commissioner encounter any difficulties in verifying a team's roster, that team will be notified immediately. It is then up to the team to clear up any questions that the Commissioner and Co-Commissioner may have.

H. Team Roster A team's Official Roster with each player's name, jersey number, weight, League age, and grade in school will be provided to the opposing team's Weighmaster prior to each game. If a player's name does not appear on the Official Roster, the player is not eligible to play until a Roster Addendum for that player has been approved by the Commissioner/Co-Commissioner.

I. Roster Addendums Teams wishing to make changes must complete the Roster Addendum Form (Appendix C) and provide it to the Commissioner, Co-Commissioner, and Secretary. Roster Addendums are due each Friday by 5PM. If approved, the Commissioner will sign, scan and email back to the League Secretary and Team Roster Representative. Approved Addendums will be posted to the private League Facebook group by the League Secretary.

J. Criteria for Roster Addendums When adding to or making changes to a roster, the following considerations must be met:

1. No addendum for new players will be accepted after the Sunday after the fourth (4th) game. New teams are exempt and may add players throughout the entire season for one year only;
2. The applicant must meet all age, grade, and weight requirements;
3. The applicant is moving up or down due to weight, etc. and was previously registered by the original deadline. Only one move may be made per player per season.
4. Absolutely no changes will be allowed without completing the Roster Addendum Form (Appendix C) and forwarding it to the Commissioner, Co-Commissioner and Secretary with an appropriate verification of age and grade from the attending school, approved physical from a doctor on file, and a statement by the applying team that they have a birth certificate on file, and that the requested player will meet the minimum ten (10) hours of conditioning, and ten (10) hours of contact prior to playing a game.

ARTICLE IX – PRACTICES

A. Registration/Sign-Ups Registration may commence at any time.

B. First Day of Practice and Conditioning A conditioning period with no contact may begin any time on or after the first day of official practice. Unless otherwise approved by The Board, no practice may start prior to the fourth (4th) Monday of July [Approved 2/27/22].

C. Full Contact Contact practice cannot start until a player has completed ten (10) hours of conditioning.

D. Limitations A minimum of five (5) practices with pads must be held before the first game. Beginning the day after Labor Day, practices will be limited to three (3) per calendar week and should not exceed two (2) hours per session. These practices will be exclusive of games. A fourth (4th) day of non-field practice may be held (such as class-room, chalk talk, game film review).

E. Scrimmages Two (2) controlled scrimmages will be allowed with any other team in The League during or prior to the season. The host team must provide medical personnel and weigh-ins must be held with an absolute maximum of three (3) pounds over League game weight allowed. That is, 98 pound maximum for Peewee, 128 pound maximum for Junior Varsity, and 163 pound maximum for Varsity. If scrimmages are played, they are considered separately, but must follow all scrimmage rules.

F. Air Quality Index (AQI) Guidelines Please see Article X, Section P.

ARTICLE X – GAMES

A. **Number of Players** Each team must field an 11-man team for each game.

1. Should a team not be able to field an 11-man team, they must forfeit the game. However, they may still scrimmage the opposing team. The scrimmage will consist of two (2) halves, each twenty (20) minutes in duration, with a ten (10) minute halftime. [Approved 7/21/21]

B. **Scales** All weigh-in scales must be accurate and certified each year by county Weights & Measures. Any team may bring a certified scale. In the event of a dispute, the certified scale must be used.

C. **Weigh-Ins** All players must be weighed prior to each game. Teams must line up in jersey numerical order. Weighmasters are in control of the weigh-ins and all coaches must be out of the facility at the time of the official weigh-in. If a player does not make the weight requirement, the player is not allowed to play but may be on the sidelines with their team (player is not allowed to wear shoulder pads under their jersey). Strip weight is allowed. A player may weigh in as many times as is necessary, the last time being no later than ten (10) minutes before their scheduled game time. The ruling of the Weighmaster is final. All “heavies” may weigh in immediately following Peewee weigh-ins (or before, if Weighmasters from both teams are available).

1. **X-Man Rule** Applies to Varsity and JV levels only. Applies to players up to ten (10) pounds over the weight limit: Varsity 170lbs. and JV 135lbs. Back of helmets must be clearly labeled with an X made of bright red or biohazard yellow tape. X-men may play interior line only, not on special teams. If an X-man gains possession of the ball, the play is dead. There may be a minimum of one (1) X-man, and a maximum three (3). Important stipulations: Team may have one (1) X-man even if opposing team has none. Team may have two (2) X-men if opposing team also has two (2) X-men. Team may have three (3) X-men if opposing team also has three (3) X-men. Teams do not have to play all their X-men. 9/1 (Willits). [Approved 5/01/22].

OFFENSE: X-Man may only play in one of the interior offensive lineman positions (center, right guard, left guard). If your team has an unbalanced line, the X-Man must line up next to the center/ball. DEFENSE: X-Man is allowed to be one (1) of the two or three interior defensive lineman positions, depending on formation. In an even front, players must start snap head up or inside of the two guards of the offensive line. In an odd front, players must start snap head up or inside of the two guards and head up on the center. If an X-Man recovers a fumble (on offense or defense), the play is over and the ball is spotted where it was recovered. If an X-Man records an interception, the play is dead and the ball is placed at the spot of the catch. If an X-Man makes normal weight at any time during the season, they may remove the X from their helmet and play as normal. [Approved 5/10/21]

D. **Timing & Dates** For both Varsity and Junior Varsity, games shall consist of four (4) 10-minute quarters (not a running clock) with a 15-minute half-time. Peewee games shall consist of four (4) 8-minute quarters (not a running clock) and have a 10-minute half-time to include the 3-minute captains meeting.

1. **Game Start Times** Peewee 4:00pm, Junior Varsity 5:30pm, Varsity 7:30pm.

2. **Game Cancellations & Makeup Games** In the event of a game cancellation, the make-up game shall be played on the Sunday immediately following the cancellation, on the original field. Make-up game start times will be: Peewee 12:00pm, Junior Varsity 1:30pm, Varsity 3:30pm.

3. **Power Outages** If power outages or other events outside our control occur, games should start at noon so teams have enough daylight to safely play. If no power, one person from each

team must be designated to keep score. [Approved 5/10/21]

E. **Scoring** Touchdowns will count 6 points; Field goals 3 points; Safety 2 points; Point-After-Touchdown (PAT) by place or drop kick 2 points; PAT by run or pass 1 point.

F. **Kicks** Place kicking or kick-offs will be done with a standard tee and shoes on. In Peewee games there will be no rushing the punter. For Peewee games only, there are no kick-offs. Therefore, for all Peewee games at the beginning of the first half, the second half and after all scoring plays, the ball will be placed on the 30-yard line.

G. **Medical Personnel** An ambulance or proper medical personnel (EMT or doctor) with stretcher and medical emergency bag must be present at each game. Although it is the home team's responsibility to furnish the equipment and personnel, it is the responsibility of each team to verify this prior to fielding their teams. Officials must not start any game until the presence of medical personnel on site is confirmed.

H. **Officials & Fees** There must be at least three (3) paid officials for all games. The home team is responsible for paying the official fees.

I. **Admission** Admission to all League games cannot be more or less than \$4 for all adults, \$1 for children ages 17 & under. These rates may not be changed without League board approval.

J. **Rules and Regulations** Where not specified, the game rules will follow the National Federation of High School Associations (NFHS) rules and regulations. A copy of these can be obtained through their website at www.nfhs.org.

K. **Non-League Games** The scheduling of games outside the League may be done by any team without prior approval or sanction of The League Board so long as there is no conflict with scheduled League games.

L. **Mercy Rule** Once there is a 30-point spread, the game is over (that is the official final score); starters are removed from both teams, reserves play; running clock in the second half; clock stops for timeouts, injuries and scoring; points will still be put on the scoreboard after the Mercy Rule is in place. It is the responsibility of the hosting team to advise the referees of the 30-point Mercy Rule and remind the referees that they need to call a "Referee Time-Out" to allow teams time to rearrange their players.

M. **Mercy Rule Violations** The 3-tier disciplinary system for coaches/teams found to be in violation of the Mercy Rule shall be as follows:

1. **Suspected Violation** If you suspect a team of violating the Mercy Rule as outlined above you must document it on film, making sure to record the score at the time of the offense.

2. **Filing a Grievance** Fill out the Grievance Form and send it (with video documentation) to the Commissioner/Co-Commissioner. All complaints must be filed within 72 hours of the possible violation.

3. **1st Offense** After the 1st offense has been verified, the head coach of the offending team shall be removed for one (1) game. Team may have to forfeit the game.

4. **2nd Offense** After the 2nd offense has been verified, the offending team's board will be fined \$500.00 to be equally divided up amongst the teams of The League. The coach will be removed for two (2) games. Team will forfeit the game.

5. **3rd Offense** After the third offense has been verified, the coach of the offending team shall be permanently removed from coaching within The League.

N. **Headsets** The use of headsets during games is not legal under any circumstances.

O. **Championship Games & Tiebreaker Rule** Championship games will be hosted on a rotational alphabetical basis Championship games will be played within one week of the last

regular season game (2022 Westshore, 2023 Willits, 2024 Northshore). Then a new cycle begins alphabetically with all teams, starting with Cloverdale in 2025. [Approved 5/10/21] Championship games will be played within one week of the last regular season game (or one week after Playoff games if played). Playoff and Championship game start times: Pee wee 3:30pm, Junior Varsity 5:30pm and Varsity 7:30pm. In the event of a tie at the end of regulation, the Champion will be determined in this order: Win-Loss Record, then Head-to-Head Record, then Least Points Allowed, then Coin Toss. The Coin Toss must include representatives from both teams, as well as the Commissioner or Co-Commissioner.

P. Air Quality Index (AQI) Guidelines The League has created AQI guidelines for the safety and well-being of all who participate in our League. Full practice and games (including scrimmages) are permitted up to AQI 150 (no limitations). Players or cheerleaders with lung or heart disease (or parental prerogative), may opt out at AQI 100. Teams may practice indoors between AQI 100-150. No practice or games over AQI 150. All teams must use the Purple Air app with the same settings (EPA Standard / 1HR average) to compute accurate AQI. Teams will have parents sign the AQI Liability form. Teams may still practice/play even if other teams cannot practice/play due to poor AQI. NOTE: Between AQI and COVID shutdowns, presidents must contact each other at noon on game days to discuss/resolve potential issues. [Approved 8/22/21].

ARTICLE XI – DISCIPLINARY ACTION & RESPONSIBILITY

A. Media Restrictions No team shall release to any media source any information regarding League business, without the approval of the Commissioner or Co-Commissioner.

B. Team Representative Responsibilities It will be the responsibility of Team Presidents to be certain that all their coaches have read all League rules & regulations, are familiar with them, and agree to abide by them.

C. Roster Signatures All coaches must sign the Coaches Code of Conduct (Page 2, Item 3 of the Official Roster) stating that they have read, understand, and agree to abide by the rules and regulations of The League.

D. Coach Misconduct Any coach whose conduct is found to be in conflict with the goals and objectives of The League shall be removed from The League. This action may take place at a League board meeting (after a majority approval) when all the facts have been heard. But may be done at the team level without interference from The League Board.

E. Background Checks Background checks will not be performed by The League. All teams shall put in place a background check system for all adults who are in regular contact with minors.

F. Disciplinary Action Process Teams should maintain high standards of behavior; disciplinary actions should be firm and appropriate. The League expects teams to address issues in house whenever possible. Including the Commissioner in team issues or grievances should be considered a last resort. Should an issue or formal grievance arise between two teams, their leadership may determine appropriate disciplinary action amongst themselves. Team Presidents (or their designated representative) must communicate with each other and keep the Commissioner in the loop during this process, summarizing their final agreement in writing. If teams cannot come to some sort of mutual agreement, the Commissioner will step in to determine final disciplinary action(s). Once disciplinary action(s) are finalized and implemented, issues must be put to rest with all further discussion squelched. Teams should move forward in

a positive manner. Continued discussion or gossiping in-person or via social media may result in further disciplinary action(s) by the League. League Executive Directors (Commissioner, Co-Commissioner, Secretary), in consultation with each other, reserve the right to discipline teams and/or their representatives, if necessary. An emergency meeting of the full League Board will still be convened for all major grievances or events, when necessary. [Approved 2/12/20]

ARTICLE XII – DUES & LEAGUE EXPENSES

A. Initiation Fee and Dues There will be no initiation fee or dues to belong to The League. However, if any League expenses are incurred for legal, insurance, secretarial, copy or other similar expenditures, it may be necessary to assess each team an equal share to cover such costs.

B. Actual Expenditures In no event will assessments of expenses be in excess of the actual expenditures nor will any income be accumulated.

C. Incurring Expenses A majority approval of the board will be necessary before The League will be allowed to incur any expenses.

D. Insurance Each of the members of The League will pitch in to purchase “Directors and Officers” insurance for “The Mendo-Lake Empire Junior Football League.” The Commissioner, Co-Commissioner, Secretary as well as the current team board members will be covered. It is also recommended that each team add “The Mendo-Lake Empire Junior Football League” as additionally insured to their liability policies.

1. **Proof of Insurance** Proof of said insurance for the current season shall be submitted to the League Commissioner on the same designated date as the Official Rosters.

ARTICLE XIII – CALIFORNIA BILL AB-2300 YOUTH FOOTBALL ACT

As of January 1, 2021 each team must be in compliance with the following: 1. Minimum of (1) EMT at all games (including pre and post season play), authorized to remove player if deemed necessary. 2. No pre-season full contact practices. 3. No more than (2) 30-minute max full contact practices per week. 4. All coaches must complete tackling and blocking training from nationally accredited source, certificate required. 5. All League and Team board members, and all coaches must annually complete the following trainings: concussion and head injury education, opioid fact sheet training, heat-related injury training (signs, symptoms, responses). 6. Each football parent must be provided with hard copy of concussion & head injury information, and opioid fact sheet. 7. All helmets must be reconditioned and re-certified every other year with month/year sticker on helmets. 8. All coaches must annually be CPR/First Aid/AED certified. 9. (1) independent, “non-rostered” person, appointed by each program (who is CPR/First Aid/AED certified, and concussion and heat-related injuries, opioid trained), must be at all practices, authorized to pull player from practice if deemed necessary. 10. Safety equipment checked prior to all full contact practices and all games. 11. Any player removed for concussion or head injury must comply with Section 124235 (see in comments). Concussions must be reported to League Directors within 48 hours of concussion. 12. Each player must complete (10) hours of non-contact conditioning prior to participating in full-contact practice; may wear a helmet but no shoulder pads until (10) hours are completed. 13. Each program must provide a “Declaration of Compliance” (signed by the Team President) to League Directors regarding compliance of 1-12 above by the first day of practice. An all-team “Declaration of Compliance” (signed by the Commissioner) will be publicly posted to the public League Facebook group (upon receipt by all individual program forms).

MENDO-LAKE EMPIRE JUNIOR FOOTBALL LEAGUE
Appendix A (Part 1) – Grievance Form

Grievance Information - Step #1 to be completed by Parent and/or Head Coach.

Name of Grievant:

How Affiliated with the League:

Cell Phone:

Email Address:

Date of Incident:

Grievance Filed Against (Team or Person):

Persons Involved:

Witness Name(s) with Cell Phone Info:

- 1.
- 2.
- 3.

Description of Incident (be brief and state facts only):

Proposed Resolution:

Date Grievance Submitted:

Signature of Grievant:

Print Name of Grievant:

MENDO-LAKE EMPIRE JUNIOR FOOTBALL LEAGUE
Appendix A (Part 2) – Grievance Form

Grievance Review – Step #2 to be completed by Team President or Team Vice President).

Date:

Print Name / Title:

Cell Phone:

Email:

Action Taken To Resolve Grievance::

Signature of Team President or Team VP:

MENDO-LAKE EMPIRE JUNIOR FOOTBALL LEAGUE
Appendix A (Part 3) - Grievance Form

Grievance Appeal - Step #3 to be completed by Commissioner/Co-Commissioner. Appeals may only be considered by the Commissioner/Co-Commissioner after there has been official grievance filed, and an attempt to resolve it at the team level first. If the grievance cannot be resolved at the team level, then it may be appealed up to the Commissioner/Co-Commissioner.

Date:

Print Name / Title:

Cell Phone:

Email:

Decision Regarding Grievance Appeal::

Signature of Commissioner or Co-Commissioner:

MENDO-LAKE EMPIRE JUNIOR FOOTBALL LEAGUE

Appendix B – Official Roster Forms

The Official Roster forms (Appendix B) are sent electronically to each Team by The League Secretary. Be sure to list players in numerical order by jersey number. Email completed rosters by the due date provided each season to the Commissioner, Co-Commissioner and Secretary.

Don Ryan, Commissioner: ryangroutboy@gmail.com / 707-262-2219

Gary Frace, Co-Commissioner: mrfrace@sbcglobal.net / 707-570-6555

Melissa Cramer, Secretary: mcramer388@gmail.com / 707-841-0803

Appendix C – Official Roster Addendum Form

The Official Roster Addendum form (Appendix C) is sent electronically to each Team by the League Secretary. Roster Addendums are due by Friday 5PM each week. Addendums received after 5PM may be denied until the following week of play. Email completed addendum forms to the Commissioner, Co-Commissioner and Secretary. The last date to submit an addendum for a new player is the Sunday after the fourth (4th) game.