2020

VCFL HANDBOOK

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MISSION STATEMENT

The Valley Community Football League (VCFL) oversees harmonious and fair league play between each of our Associations. Our mission is to provide a positive environment where young athletes can excel while encouraging the value of sportsmanship, and competition in a safe environment. The VCFL also strives to encourage and increase youth participation in football.

Goals:

1. Having as many Associations, teams and participants in all divisions as we have resources available.
2. To be competitive while at the same time having the participants enjoy football and learn team spirit through a league structure.
3. To promote Community Football through our affiliation with BC Community Football.
4. To coordinate and organize annually the VCFL League Schedule & the VCFL Championship Schedule.

Objectives:

FUN

LEARN SKILLS

TEAM - SOCIAL - CO-OPERATIVE

SAFETY

EQUAL COMPETITION

ASPIRATIONS OF YOUTH

Guiding Principles of the VCFL and its member Associations:

To provide and promote Minor Football, through our Member Associations, to youths ages 5 -18.

To provide youth the opportunity to play football to their capabilities.

To provide youth the opportunity to play contact football at the competitive level

To ensure that our program is enjoyable and safe for all participants.

To ensure an educational process for the learning and development of team concepts, community spirit and good sportsmanship are entrenched in our program.

To provide youth the opportunity to appreciate the game of football, enjoy recreational sport and learn the fundamentals of the game.

To give the opportunity for players, coaches and officials to develop their skill sets through proper certification programs.

To ensure safety equipment is utilized properly and adequate playing fields for practice and games are made available.

The Valley Community Football League (VCFL) is comprised of member Associations, from Abbotsford, Chilliwack, Meadow Ridge, Mission and North Langley playing Canadian rules football. The VCFL's mandate is to provide an environment for children aged 5 to 18 to learn the skills of Football in a competitive environment. The VCFL has both Tackle divisions, (Atom, Peewee, Junior Bantam, Bantam, and Midget) and a Flag Program,(ages 5-18).

The VCFL schedules games for the regular season and organizes the VCFL Championships at a location or locations as determined pursuant to this Handbook. Through the VCFL each team in the Atom to Midget divisions may have the opportunity to play in the Provincial Championships.

The following pages, the VCFL Handbook, contain rules that the VCFL play by to allow children to participate in the sport of football to the best of their ability.

PART 1 DEFINITIONS & INTERPRETATION

1.1 Definitions

In this Handbook, the following words and phrases when used in this handbook have ascribed to them the following meanings:

a) "Associate Membership" means the societies, clubs, associations or other legal organizations that are from time to time either invited or may request to join the VCFL as associate members for a limited amount of time, typically to participate in a division not available in their parent league. Criteria has to be met, and a vote is held with VCFL executive to approve or disapprove a request. Criteria for associate membership is listed below:

a. Associate teams must pre-pay league fees and referee fees for the season. This is non-refundable. Any LMFRA fees above this deposit will be collected as required to pay the invoice.

b. Associate members must be in good standing with the parent league and LMFRA.

c. Must be a member in good standing with their city re: field fees

d. Must have a clear understanding of the VCFL brand, hand book, and expectations on and off field.

e. Repercussions to any infractions therein to be reviewed and voted on by VCFL executive. Rulings will be delivered by VCFL Commissioner.

f. Mandatory coaches meeting pre-season w/ VCFL Coaching Director and VCFL President. Coaches will be required to sign the coaches code of conduct.

g. Parents will be required to sign code of conduct.

h. Approved associations can be represented at VCFL board meetings, but will not have voting privilege.

i. Associate team home games will be commissioned as per the VCFL rules, and VCFL executive to be allowed access to commissioner area during games.

j. All games to be played as scheduled by VCFL scheduler.

k. Atom playoffs will be the top 4 teams competing as per VCFL rules.

l. With due cause membership may be revoked at any time with a majority vote by the VCFL executive.

m. Mandatory roster verification meeting as scheduled by the VCFL President.

b) **“Associations"** means the societies, clubs, associations or other legal organizations that are from time to time members of the VCFL pursuant to the Constitution and bylaws of the VCFL; and "Association" means one of the Associations, as the context may require;

c) **"Association Presidents"** means the persons who are, from time to time, the presidents of the Associations and "Association President" means one of such persons as the context may require;

d) **"BCCFA"** means the British Columbia Community Football Association, including any successor or replacement organization.

e) **"CARBFF”** means the current edition of the Canadian Amateur Rule Book for Flag Football as approved for use by Football Canada, and as amended or replaced from time to time

f) **“CARBTF"** means the current edition of the Canadian Amateur Rule Book For Tackle Football as approved for use by Football Canada, and as amended or replaced from time to time

g) **"Days"** means calendar days irrespective of weekends or holidays.

h) **"Handbook"** or **"VCFL Handbook"** means this edition of the VCFL Handbook, as it may be amended or supplemented from time to time, inclusive of all appendices and schedules, and the expressions "hereof', "herein", "hereto", "hereunder", "hereby" and similar expressions refer to this Handbook and not to any particular section, subsection, paragraph or other portion of this Handbook.

i) **"in writing"** includes a written or typed communication given by electronic mail, facsimile transmission or other electronically produced means (including a photo scanned copy of an original document) and a consent, communication or notice as executed, given and/or received by the requisite person(s) in such manner shall be legally binding and effective as if an original, manually executed in writing was presented in lieu of such written or typed communication executed, given and/or received by electronic mail, facsimile transmission or other electronically produced means (including a photo scanned copy)

j) **"LMFRA"** means the Lower Mainland Football Referees Association;

k) **"Majority Resolution"** means a resolution of the Association Presidents:

a. passed at a general meeting by a simple majority of the votes cast by or on behalf of those Association Presidents having the right to vote at the general meeting, or

b. passed, after being submitted to all of the Association presidents in writing, by being consented to in writing by or on behalf of at least a majority of the Association Presidents having the right to vote at a general meeting (if a general meeting were called at the time to address the resolution);

l) **“Officials"** means game officials, field officials, sideline officials as approved by the VCFL from time to time, including members of the LMFRA;

m) "on behalf of" means in respect of an Association President a vote, communication or submission made by an alternate decision maker acting for that Association president (in his or her absence) as expressly designated in writing delivered to the VCFL by the applicable Association President before the applicable vote is cast or communication or submission is made.

n) **"Person in Authority"** means for the purposes of an infraction of the rules, policies, procedures or other provisions of this Handbook, a member of the VCFL Executive or in the event that an incident requiring immediate action occurs solely at a field or other the facility operated by or on behalf of an Association and involves only persons who are members of that

Association then "Person in Authority" may include the president of that Association or a designated officer or member of the board of directors or executive of that Association unless otherwise determined by the VCFL Executive on a case by case basis.

o) **"Respondent"** means a person, Association or other legal entity that is the subject of a complaint, incident report or who is subject to an investigation or potential discipline or sanctions by reason of an alleged violation of the rules, policies, procedures or other provisions of this Handbook for which discipline or sanctions may be imposed

p) **"VCFL"** means the Valley Community Football league;

q) **"VCFL Activities"** means activities and events conducted by or through the VCFL as contemplated by this handbook, including but not limited to, competitions, games, practices, training camps, travel associated with VCFL activities, and any meetings or communications by or on behalf of the VCFL;

r) "VCFL Commissioner" means the person or persons appointed by the VCFL Executive to serve and perform the duties of commissioner for the VCFL or specified divisions of the VCFL such as but not limited to a 12-Man Division Commissioner and/or a 9-Man Division Commissioner including the distribution of information, notices, reports, rule changes , administration and enforcement of the applicable rules and policies as provided in this handbook, and application of applicable discipline and sanctions in accordance with this handbook and such other duties as may be assigned or designated by the VCFL Executive from time to time.

s) **"VCFL Executive"** means collectively those persons who are from time to time the directors of the VCFL or their duly appointed and authorized alternates, and includes without limitation the VCFL President, VCFL Secretary, VCFL Head Coach, VCFL Commissioners, VCFL Treasurer, Vice-presidents and others.

t) **"VCFL Head Coach or Coaching coordinator"** means the person or persons appointed by the VCFL Executive to serve and perform the duties of head coach for the VCFL or specified divisions of the VCFL, including communications with coaches on behalf of the VCFL, distribution of information, rule changes ,administration and enforcement of the Coaches Code of Conduct, policies and application of applicable discipline and sanctions in accordance with this handbook and such other duties as may be assigned or designated by the VCFL Executive from time to time.

u) **"VCFL Participant"** All categories of persons who participate in VCFL activities, as well as all individuals employed by or engaged in activities with the VCFL, including but not limited to, Associations & Associate members, their officers or directors, athletes, coaches, officials, volunteers, directors, officers, team managers, trainers, medical personnel, administrators, spectators, parents of athletes, and employees of the VCFL.

v) **"VCFL President"** means

a. the person who is the president of the VCFL or

b. if the person who is the president of the VCFL is absent or due to other circumstances is unable to act in the capacity of president of the VCFL in respect of any matter (including circumstances which by this Handbook, the president of the VCFL opts not to act or is deemed to be in a conflict of interest), then the person who is the authorized designate of the president of the VCFL as determined by the VCFL Executive, from time to time; or

c. for the purposes of a specific matter or task, the person who is;

- a vice-president of the VCFL or another member of the VCFL Executive, and who is expressly designated in writing by the president of the VCFL to act on behalf of president of the VCFL in connection with that specific matter or task, including but not limited to the receipt or review of a complaint pursuant to the

VCFL's Discipline and Complaints Policy.

w) **“VCFL Regular Season"** means in any calendar year the time period beginning on 12:01a.m. of the date on which the first regular season VCFL game is scheduled by the VCFL Executive to be played and ending at 12:01a.m. on the date immediately after the date on which the last regular season game in the VCFL is played, is deemed to have been played or is forfeited (including such later date as may be determined by the VCFL Executive by reason of the postponement, continuation or suspension of games or otherwise as provided or contemplated by this Handbook)

x) **"VCFL Fall & Spring Season"** Fall season means in any calendar year, unless otherwise determined by Majority resolution, the period of time commencing on June 1 through to and including December 15 or such later date on which all the BCCFA provincial championship games are concluded in that calendar year or as otherwise determined by Majority Resolution. Spring sseason means from March 1 to June 30 or such date on which all of the BCCFA provincial championship games are concluded in that calendar year or as otherwise determined by Majority Resolution. "VCFL Off• Season" means in any calendar year all other times.

y) **"VCFL Rules"** means the rules set out in this Handbook as such may be amended or supplemented from time to time pursuant to this Handbook, inclusive of all appendices and schedules.

z) **“VMFL”** means the Vancouver Mainland Football League.

1.2 Interpretation

a) **Headings and Table of Contents**. The division of this Handbook into Parts, Articles, Sections, subsections, paragraphs, subparagraphs, appendices or schedules, the insertion of headings and the provision of any table of contents are for convenience of reference only and shall not affect the construction or interpretation of this Handbook.

b) **Number and Gender**. Unless the context requires otherwise, words importing the singular include the plural and vice versa and words importing gender include all genders.

c) **Section References, etc**. Unless the context requires otherwise, references in this Handbook to one or more Parts, Articles, Sections, subsections, paragraphs, sub• paragraphs, appendices or schedules are to Parts, Articles, Sections, paragraphs, sub• paragraphs, appendices or schedules of this Handbook.

d) All rules associated with game play not covered in this handbook are covered in the CARBTF or CARBFF.

e) The intent or interpretation of any rule shall only be decided by the VCFL Executive unless otherwise provided by this Handbook or otherwise determined by Majority Resolution.

f) A VCFL Executive review committee shall be formed to review situations or incidents not covered by the VCFL Handbook or irregularities of which they become aware.

PART 2 CONDUCT OF THE GAME

2.1 Rules

Except to the extent modified or replaced by the provisions of this handbook, the CARBTF, or in the case of Flag divisions, the CARBFF will apply to the conduct of the games in the VCFL, as appropriate.

2.2 Pre-Game

a) **Providing copies of rosters on game day**. Before the start of each game, each participating team must provide a copy of its Official Team Roster to the game commissioner and to the opposing team and shall retain one copy. If a player is not playing due to absence, injury, discipline or illness, then the reason shall be printed in the status column next to the player's name. If a player is no longer on the team, the name shall have a single line drawn through it. Any name that is crossed off an Official Roster is off for the season [See Subsection PART 77.2c)] after the Frozen Roster Date.

b) **Late arriving players**. Teams who have players arrive late to a game shall report the arrival to the Game Commissioner to have the official roster adjusted to show late arriving player as present.

c) **Announcer Sheets**. As some parks have public address systems, all teams shall have numerical roster sheets (players listed in sequential order by their jersey numbers from lowest to highest) with players given name first and surname second. Announcing sheets shall be printed (or typed) and provided by each team to the game announcer at least 15 minutes prior to the scheduled start of the game.

2.3 The Field and facilities

a) Playing fields shall be marked as required under the rules set out in the CARBTF, or in the case of Flag divisions, the CARBFF, unless otherwise approved by the VCFL Executive. Failure to comply with these requirements may result in discipline (including but not limited to warnings, directions or sanctions) issued by the VCFL Executive to the Association concerned, unless otherwise stated.

b) All amenities available at the field of play shall be made available to both the home team and the visiting team on an equal basis, i.e. dressing rooms, shelters, etc.

c) Team benches shall be on the same side of the field and opposite the spectator's side except where there are spectator stands on each side of the field. When spectator's stands are provided on the same side of the field, the team benches shall be separated from the spectators.

d) Team benches shall be a minimum of five (5) yards and an optimum of ten (10) yards from the side lines.

e) Spectators are to be confined to the opposite side of the field from the team benches, except as noted in subsection 2.3c). Only Rostered members are allowed at Benches.

f) All VCFL playing fields shall be deemed to have twenty (20) yard end zones for scoring purposes. Missed field goals, kickoffs and punted balls going out of the back of the end zone score one point regardless of whether or not the ball touches the ground in the end zone. Non-standard fields must be approved by the VCFL.

g) Yard markers shall be placed on the opposite side of the field from the team benches. Yard markers shall be placed one (1) yard outside the field of play.

h) Cheerleaders shall be a minimum of three (3) yards from the sidelines at all times.

i) For safety reasons, all goal posts shall be properly padded. In case of a neutral field, the home team shall be responsible to see that the posts are padded.

j) Commissioner Area. An area clearly marked off by cones or other clear markings and designated as a "commissioner area" shall be set-up on the same side of the field as the team benches and shall be set up between the 45 yard lines (which area may be narrowed to depending on field configuration but provided that a reasonable separation of at least 10 yards between the team benches is maintained).

2.4 Persons permitted in the Game Commissioner Area

Officials, the game commissioner, VCFL Executive, Association Presidents whose teams are participating in the game and game related required personnel (such as but not limited to play counters and persons operating score clocks, or other required game equipment) are the only people permitted in the commissioner box. For regular season games only, any team related personnel such as film crew or photographers must have approval from the game commissioner before the start of the game. All persons in the commissioner box must act in a sportsmanlike and respectful manner towards all participants in the game and remain NEUTRAL (including players, coaches, team staff, Officials and game related required personnel).

2.5 The Ball

The game is played with the VCFL approved game ball as indicated in Table 1or as otherwise determined or approved from time to time by a Majority Resolution:

Table 1

Division	Size	Wilson Model
Atom, U8 Flag, U10 Flag	5	K2
U12 Flag, Pee Wee	6	TDJ
Junior Bantam, U14 Flag	7	TDY
Bantam, U16 Flag	9	TDS
Midget, U19 Flag	9	F2000 CIS (Leather)

The home team will supply the approved game ball(s) for use during each game.

All footballs used in the game will be controlled by the Officials.

2.6 Uniforms and Equipment

a) Mouth guards are mandatory. In flag, JB, Bantam or midget mouth guards must have large tabs/soother style if not attached to the face guard. Atom & Peewee must wear mouth guards attached to the face guard. The Officials will monitor to make sure that each player has the proper mouth guard. If a player does not have a proper mouth guard, the Officials may determine that player concerned cannot play in the game until that player is equipped with a proper mouth guard.

b) Teeth Braces. If the player is wearing teeth braces, he or she may wear a special mouth guard; however, he or she must inform the Head Official.

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

d) 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.

e) It shall be compulsory that all helmets be NOCSAE approved.

f) Clear visors are allowed without any documentation. Pursuant to the 201214/15CARBTF Visor Rule change: Rule #1 Section 11Article 2b) "All visors must be clear, not tinted - No medical exceptions are allowed."

g) A Plastic Air Cast will be allowed with a Doctor's Certificate and provided that the Officials determine that it does not present a risk of injury to any other players. No other exceptions are permitted.

h) All Level players, except Atom, are required to conform to the Canadian Numbering rules by position as defined in the CARBTF (see CARBTF Rule 6, Section 4,Articles 4 and 5).

2.7 The Game

a) **Starting the Game**. Prior to the start of the game, the Officials will call the captains of the 2 participating teams together near mid-field and conduct a coin toss to determine which team will have the first choice to receive, kick or defend at the start of the game. The Home Team calls the coin toss by declaring "Heads" or "Tails" before the coin is tossed. The captain of the team winning the coin toss shall declare whether he wishes to have first choice at the start of the first or second half (e.g. defer). The captain of the team having first choice at the start of the first half shall have the option of one of the following three choices:

a. Kicking Off;

b. Receiving the kick off; or

c. Defending an end of the field.

b) The captain of the other team shall have the option of the remaining choices. At the start of the second half, (unless the Mercy Rule is then in effect per subsection PART 52.lOc} below) the procedure shall be reversed. Unless the Mercy Rule is then in effect per subsection PART 52.lOc} below, the team captain having the first choice for the 2nd half shall have the option of the 3 choices above, and the captain of the other team the option of the remaining choices.

2.8 Timing of the Game

The Head official shall determine where the time will be kept, field or sideline.

a) The following table summarizes the timing for game in the applicable divisions:

Table 2

Division	Quarters/Halves	Time per Quarter or Half	Half time Rest period	Time outs per Half
U8 Flag	2 Halves	20 Minutes Running Time	5 Minutes	None
U10-U19 Flag	n/a	25 minute Running Time	n/a	n/a
Atom	4 Quarters, divided into 2 Halves	10 Minutes per Quarter	10 Minutes	As per CARBTF
Pee Wee	4 Quarters, divided into 2 Halves	10 Minutes per Quarter	10 Minutes	As per CARBTF
Junior Bantam	4 Quarters, divided into 2 Halves	12 Minutes per Quarter	12 Minutes	As per CARBTF
Bantam	4 Quarters, divided into 2 Halves	12 Minutes per Quarter	12 Minutes	As per CARBTF
Midget	4 Quarters, divided into 2 Halves	12 Minutes per Quarter	12 Minutes	As per CARBTF

b) The Head Official may call an Official's time out and a time out for injury.

c) In all games a three minute warning will be given at the Three (3) minute mark before half time and before the end of the fourth quarter or game.

d) The Head Official of the game has the right to rule where the time of the game is to be kept; on

the field or on the sidelines. The decision of Head Official in this regard is final.

e) The Head Official may call (end) a game on account of darkness, severe weather or other conditions (if safety of the participants is at risk as a result of such conditions). If the Head Official calls a game in these circumstances and if more than three quarters of the game have been completed, the score at the time the game is called will be deemed for all purposes to be the final score of the game. If less than three quarters of the game have been played, either team may within 24 hours apply in writing to the VCFL for a determination as to whether the continuation of game be rescheduled. Upon such application, the VCFL may either cause the continuation of the game to be rescheduled (if time and field availability reasonably allow rescheduling) or determine or confirm that the score at the time the game was called will be deemed to be the final score of the game.

2.9 Player Participation Rule (10 Play Rule)

a) All players in the Valley Community Football League in the levels of Atoms, Pee Wee and Junior Bantam are required to play 10 plays per game every scheduled league game. This rule is effective beginning September 1, 2015. Exceptions to this rule are:

i. Discipline (D): Discipline in the situation where a player is not allowed to play due to suspension or due to Head Coaches discretion. Please mark (D).

ii. Absent (A) or Injured (I): Players who are absent cannot play. Injured players cannot play. Please mark (A) or (I).

iii. Special Needs (S): Should there be a player that is special needs and the 10 plays may or may not be an issue for them please notify the VCFL commissioner in writing. This request can only be placed by the President or Vice- President of an Association and it should state the player name, the association, and the team the player is on. Please note that beside the player's name you should mark (S) on the play counter sheet. Please note that (S) cannot be used on a game sheet without prior approval. Once approved it can be used the entire season. (A copy of the request should be also be sent to the VCFL President who also needs to be aware of the exception)

iv. Any other exceptions deemed necessary will be reviewed on a case by case basis and will be subject to approval of the VCFL commissioner and the VCFL Board. All requests should be placed directly to the VCFL Commissioner who will inform the VCFL of the request and will communicate back to the Association the decision

v. Before the game the HEAD COACH must clearly PRINT HIS NAME on the play counter form and sign to confirm the above in fact is true.

b) FINES: Fines will be allotted to teams in the amount of $250.00 that do not follow the 10 play rule and have not made every intent to follow protocol listed above.

c) PLAYOFFS: For any tackle team in Atom, Peewee, and JB playing a FULL VCFL sanctioned playoff game the 10 play rule is in effect and failure to meet the 10 plays for every player who has no exception will result in FORFEIT.

d) Please ensure that at every game there are 2 play counters for each team. One play counter should be allocated from each team to the opponent's bench and one play counter should remain with your team. This will ensure that there are two play counters at each bench, one from each team. Once the 10 plays are complete the play counters can PRINT their full name on the form and hand in to the commissioner and leave the bench area.

e) The play counter forms should be scanned to the VCFL Commissioner along with the commissioner forms no later than 2:00pm the day after the game. It is the responsibility of the HOSTING ASSOCIATION to scan to the VCFL Commissioner the commissioner game forms and play counter sheets.

2.9(1) Punt Safety

a) If Team A punts the ball, and the punt is coming down in the middle of a group of players, the officials shall blow the play dead before the balls lands on the field. Possession of the ball will turn over to Team B and Team B will be 1st and 10 at the point the football hits the field.

2.10 Large Point Differentials and Mercy Rule

a) If a team is behind by 18 points or more, at the start of the second half, they will have the option to 1) kick, 2) receive the ball, or 3) defend an end at the beginning of the second half. If a team is behind by 30 points or more, at the start of the second half, they will have the additional option to scrimmage from their own 45 yard line at the beginning of the second half.

b) If a team is behind by 30 points or more at any time during the game, then for so long as that team remains behind by 30 points or more, they will have the option to 1) kick, 2) receive the ball, 3) scrimmage from their own 45 yard line, or 4) defend an end after each score by the opposing team.

c) If a team is behind by 30 points or more at, or after the start of the second half, or at any time thereafter during the game, the Head Official will ask the Head Coach of the team which is behind if they would agree to running time for the time remaining in the game. If Head Coach of the team which is behind agrees, the time remaining in the game will be played with no stopped time. If the Head Coach of the team which is behind by 30 points or more does not agree to proceed with the time remaining in the game being played with no stopped time, the Head Official can enforce the rule at the beginning or any time during the 3rd quarter if he feels it is warranted once there is a 30 point spread. No stopped time will be automatically applied in the 4th quarter if there is a 30 point spread. The provisions of this subsection will be known as the MERCY RULE.

d) Once a game is in MERCY RULE it will remain until the game is over.

e) Once a game is in MERCY RULE, only the losing team shall be allowed time-outs. However, regardless of a time out, the game clock and the time remaining in the game will continue to run.

2.11 Accumulated Fouls & Penalties

Any team Member who receives Two (2) Objectionable Conduct penalties or Three (3) Unnecessary Roughness penalties during a game shall be ejected from the game (or combination totaling 3). Game ejections in accordance with CARBTF and Part 13 of this Handbook and will be reviewed by the VCFL Commissioner and may be subject to further sanctions in accordance with this Handbook. **Member is any person on the Bench sideline**.

2.12 Post-Game

a) Game Commissioner Reports. Game Commissioner Reports and game rosters are to be scanned and emailed to the VCFL Commissioner by 2pm of the following day in PDF Format. Each game must be in a single file, with the designated file name in the required format.

b) Late Submissions. An Association that submits Game Commissioner Reports and game rosters after 2pm or submits Game Commissioner Reports and game rosters that are not in the required format may be subject to a maximum $250 fine for each occurrence which may be imposed at the discretion of the VCFL Executive.

c) Game Scores. All game scores shall be emailed by the home Association to the League Score Keeper no more than 12 hours after the end of the last game or 2pm the following day, whichever is later at the home Association's field.

d) Damage at Parks

(i) Any damage done by any team to the facilities (including but not limited to fields, facilities, dressing rooms, or equipment) of another Association may form the basis of incident report submitted to the VCFL President. Upon receipt of such an incident report, the VCFL President may cause an investigation to be undertaken and the result of which investigation may, if appropriate, include an order that the Association whose team caused the damage must pay or reimburse the other Association for all damages, costs and expenses incurred to remedy the damage caused. Further disciplinary action relating to the persons causing the damage or otherwise responsible may also be imposed as a result of the investigation.

(ii) The home Association must notify the local Parks and Recreation department (if and as required by applicable local requirements) regarding any damage caused.

PART 3 FLAG DIVISION RULES

3.1 Age of Players

U8 Flag players may be 5, 6 or 7 years old. . Associations may determine whether or not to accept and register players aged 5 years old for their fall flag teams. U10 Flag players are 8 or 9 years old. U12 Flag players are 10 or 11 years old. U14 Flag players are 12 or 13 years old. U16 Flag players are 14 0r 15 years old. U18 Flag players are 16, 17 or 18 years old. Players' ages are determined as of December 31 of the playing year.

3.2 Roster size

The minimum roster size for a team is 5**. The maximum roster for a team is 12 players. ** (Note per CARBFF and particularly applicable rules for 5v5 Flag Football: Teams need a minimum of four (4) players to be able to compete and a maximum of five (5) players on the field at any given time)

3.3 Coaches on Field

At U8 one coach from each team shall have unrestricted access to the playing field at all times, with preference being near the sideline during the play.

3.4 Rules of Play

As defined in CARBFF and particularly, applicable rules for 5v5 Flag Football.

3.5 5 Yard Neutral Zone

At U8 only, Defense must line up a minimum of 5 Yards away, until a hand off is made or attempted, or a pass is thrown. This is a developmental rule specific to U8 Flag to increase offense, as well as develop a passing game.

3.6 Centre/QB Exchange

At U8 only, if the ball strikes the ground during the exchange with the Centre and Quarterback (under Centre, or Shotgun), the play will continue. This is a developmental rule specific to U8 Flag so the plays can continue.

PART 4 TACKLE DIVISION RULES

4.1 Field Size

Atom playing field is 50-55 yards (depending on existing lines on the field) by 110 yards. Goal posts need not be centered. All other fields of play are as per field dimensions as per CARBTF.

4.2 Maximum number on Field

In 9 man divisions the maximum number of players on the field is nine (9) per team. In 12 man divisions the maximum number of players on the field is twelve (12) per team.

4.3 Atom Line positions

There must be three (3) Interior linemen (Ineligible) with five (5) altogether on the line. An example would be:

O **O O O** O

E **G C G** E

O O

QB R

O O

TB FB

** Bold Players are ineligible.

Basically, you remove the two tackles and one receiver, leaving the 9 man configuration

You will be allowed one (1) coach per team at a time on the field, until frozen roster date.

4.4 Converts

Converts will be as follows: Ball will be given to holder, using convert tee. Full rush play will commence on referee's whistle.

4.5 Punts

Punts will be as follows: Ball will be given to Punter. Full rush play will commence on referee's whistle. The penalty for no yards will be 5 yards. If a punt is coming down in the middle of a group of players, the officials shall blow the play dead before the ball lands on the field. Possession of the ball will turn over to Team B and Team B will be 1st and 10 at the point hits the field.

PART 5 GAME SCORING

5.1 Table of Scores

a) U8 Flag	No score kept	
b) U10-U19 Flag	Touchdown	6 points
	Run Convert	2 points
	Pass Convert	1 point
c) Atom/Peewee/Junior Bantam	Touchdown	6 points
	Kicked Convert	2 points
	Run or Pass Convert	1 point
	Rouge	1 point
	Field Goal	3 points
	Safety Touch	2 points
d) Bantam/Midget	Touchdown	6 points
	Kicked Convert	1 point
	Run or Pass Convert	2 points
	Rouge	1 point
	Field Goal	3 points
	Safety	1 point

PART 6 OFFICIALS

6.1 Responsibility for payment

Home team pays for the officials even if the game is moved to another park.

6.2 Field Officials

a) As shown in the Agreement between VCFL and LMFRA (or other contracted referees' association, as may be applicable, from time to time.

b) All field officials shall be appointed by the head official of the contracted referees association. VCFL coaches shall not be an official of a game in a division in which they are currently coaching.

c)The Home Team Is responsible for providing Downspersons, Linespersons (yardstick Personnel) and the game ball. These sideline officials work under the direction of the Head Linesperson.

6.3 Jurisdiction and Duties

All field officials are equally responsible for the orderly conduct of the game. This includes the Game Commissioner, downs person and linespersons.

6.4 Game Commissioner

a) The home team Association shall be responsible to provide a Game Commissioner at all home games. The game cannot commence until a Game Commissioner is present and in place.

b) Failure to provide a Game Commissioner for a game will result in forfeiture of the applicable game by the home team.

c) The Game Commissioner shall be responsible for the following:

(i) See that the player benches are in place; sideline yard markers are in position, goal post protections are installed, yardsticks and down boxes are on the sideline and announcing equipment in place if applicable. The playing field shall be ready for play a minimum of 15 minutes before game time.

(ii) Ensure that each team is ready to play 30 minutes prior to start of game.

(iii) Receive verified team rosters from each team completed on the official roster forms.
(iv) Check with the Head Official on the following: Size of Game Ball to be used (See Section 2.5, Table 1) & Timing (See Section 2.8, Table 2)
(v) Ensure that yard stick personnel are available for the start of game.

(vi) Observe conduct of team officials and players on team benches. If required, issue any instructions as required.

(vii) Ensure that only team officials and players are on the team benches.

(viii) Enforce rule that no fans are allowed behind players' benches.

(ix) Only trainers or designates are allowed on the field when any injury occurs. A Doctor may be summoned from the spectators by the GAME COMMISSIONER or the home team's Association President (or designated Representative).

(x) Check with the trainer on the field, if an ambulance is required for an injured player.

(xi) Carryout disqualifications and suspensions as noted in Part 13.

(xii) Have game commissioner report completed with information and signatures as called for on report. The penalty code area must be completed. You may need to confer with the head official. If there is an issue with team benches or an ejection during the game a report has to be sent to the league commissioner. Reports and these days' rosters are to be scanned and emailed to the VCFL Commissioner by 2pm the following day. Have the head official of all games initial the part of the game report where it states the number of the officiating crew. This is to confirm the number of officials that did said game.

d) Every game commissioner shall have the complete set of VCFL Rules (this Handbook) and a CARBTF Rule Book available at the field for each game, which is obtainable from their Association.

e) The Game Commissioner or the VCFL Executive may dismiss or eject any player, coach or

teams staff from the playing field and/or game for "improper conduct"

as defined by the VCFL Executive. Maximum 2 Game Commissioners per game and 1must remain on the sideline for the whole game.

PART 7 PLAYER ROSTERS AND ELIGIBILITY

7.1 Rosters

a) Rosters. All players for each team declared by an Association must be registered by name, number and year of birth on the official roster sheets supplied by the VCFL. All Official Team Roster sheets shall be neatly printed or typed with the players' number, name, and Year of birth. All Team Staff must be typed on the Roster if they are to be on the sideline. Only the PDF/Excel issued Roster Template or VCFL printed roster from Esportsdesk can be used as issued by the VCFL Commissioner. Appendix E in this Handbook is a guideline only.

b) Failure to follow roster rules. Failure to follow procedures for verified team rosters may result in forfeiture of one or more games. (See sample of official roster sheet in the appendices to this handbook).

c) Minimum dressed for a game is:

- Atom 9 man 13
- Peewee, JB, Bantam 9 man 15
- Bantam 12 man 18
- Midget 12 man 20

d) Roster Limits. The following regulations govern the team rosters for each Association. Players' ages are determined as of December 31 of the playing year.

Table 3

Division	Age Range	Maximum Roster	Minimum Roster
Atom (9 Man)	7* 8-9	30 Players	15 Players
Pee Wee	10-11	35 Players	18 Players
Junior Bantam	12-13	35 Players	18 Players
Bantam (9 Man)	14-15	None	16 Players
Bantam	14-15	43 Players	22 Players
Midget	16-18	43 Players	24 Players

* 7 Year olds upon the evaluation of the Association Coaching Coordinator
** Maximum of twenty (20) 18 year old players on a roster at any time, dressed or not.

7.2 VCFL Roster Verification Rules

a) **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 roster verification purposes are: original Birth certificates, passports, B.C. Driver's Licenses, Citizenship papers, official court orders, certification of birth certificates (with file number), baptismal certificates and Care Cards that show birth date are acceptable proofs of age. There can be no exceptions to this rule by VCFL Executive unless approved by Majority Resolution.

b) Who can verify. Only authorized persons (President, Vice President, or Registrar) shall verify a player on the Official Team Roster. The Association Registrar is authorized to verify a player. This verification shall be subject to overview by the VCFL at the request of the President or VCFL Majority ruling.

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

7.3 Frozen Rosters

For any Spring Tackle divisions the rosters for each team will be frozen the Friday before Week 4 at 11:59 pm. For any Fall Tackle divisions the rosters for each team will be frozen 11:59 p.m. on September 30. The Frozen Roster will become the official Roster for the remainder of the season. Each Association must ensure that one copy of the frozen roster for each of its teams is received by the VCFL office by midnight of the approved date (delivery by email to the VCFL Secretary, VCFL Commissioner, or other member of the VCFL Executive may be acceptable if approved by notice in writing from the VCFL Executive to the Association Presidents). Failure by an Association to provide the frozen rosters as required may result in forfeiture of further games until rosters have been accepted by the VCFL Executive. A player who is not on a frozen roster for a team after the designated date is ineligible for that team.

7.4 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 fails to comply with this rule will be dealt with by a special committee, appointed by the VCFL President and may be subject to sanctions, including but not limited to fines or other penalties. Recommendations of this committee will be final, and there will be NO appeal.

7.5 Player Movement

The following rules apply to players moving from one Association to another:

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 VCFL Season or was during the previous VCFL season on an official roster of an Association {a "Previous Association") and wishes to move from the Previous Association to play for another Association (the "New Association") must obtain release communicated by the president (or his or her designate) of the Previous Association via letter or email. 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 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 due 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, release must be issued in a timely manner to release the Moving Player from the Previous Association.

7.6 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 team's Official Roster and is verified in accordance with the above VCFL roster verification rules.

7.7 Minimum Games for Play-off Eligibility

All players on a frozen roster must participate in a minimum 3 league games to be eligible for playoffs. However, if a player is unable to meet requirements due to injury, a Doctors certificate is required before playoffs.

7.8 Non-Canadian players

A player who is not ordinarily resident in Canada (a "Non-Canadian player") must provide evidence of acceptable insurance coverage satisfactory to BCCFA before that Non-Canadian player is eligible to play in the VCFL. Each Association having a Non-Canadian player on a team roster must, before that Non-Canadian player is eligible to play in the VCFL, provide the VCFL in writing with (1) the name and age of the Non-Canadian player; (2) the team (including division and team name) for which the player is on the Association's roster; and confirmation that acceptable insurance coverage has been provided to BCCFA. A Non-Canadian player is not eligible to participate in an exhibition game, a regular season game or play• off game on behalf a team unless and until that Non-Canadian player and his or her Association have complied with this rule.

7.9 Rules Against Recruitment

a) Any coach who recruits a player(s) that has not obtained permission from their Previous 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 VCFL for a third offence.

b) For the purposes of this rule, "recruit" - means to engage, directly or indirectly, in finding, soliciting, enticing, encouraging, or attracting athletes to move from one Association to play for another Association.

c) No Player is to receive any type of payment to play in the VCFL.

d) No player will be reimbursed for any expenses they incur to attend practices or games that are not offered to the entire team unless approved by the VCFL.

PART 8 COACHES AND TEAM STAFF

8.1 Code of Conduct

All coaches, team managers, and trainers (team medical personnel) must agree (physically sign or check electronically) the Coaches Code of Conduct in Appendix B of this Handbook.

8.2 Coaches Training

a) At all levels of tackle football and in flag, VCFL coaches must achieve minimum coaching standards in accordance to BCCFA. Associations are recommended to check annually that current Guidelines are being met in order to ensure that all participants receive the safest and highest quality of coaching possible.

b) No coach in the VCFL shall be permitted to actively coach unless they meet minimum standards of training. Failure to comply in a timely manner will lead to suspension.

c) Teams or Associations failing to comply with the requirements of minimum coaching training will not be sanctioned by VCFL and may face fines as deemed by the VCFL Executive.

d) In order for teams and Associations to continue to qualify for liability insurance as provided by BCCFA they must adhere to the above policies as well as all updates.

e) Training clinics will be held by BCPFA each year to ensure that all non-trained coaches are given the opportunity to comply with the minimum training standards adopted by VCFL.

f) VCFL may request additional training clinics be held by BCPFA. if there are 10 or more coaches that need training or with approval by Majority Resolution the VCFL may arrange and organize other acceptable training clinics or programs that comply with the minimum training standards adopted by VCFL.

8.3 Standards

The following levels of training are the VCFL minimum required standards to be achieved by coaches participating in the following divisions. (This does not replace BCCFA standards. Coaches must meet minimum standards as specified by the VCFL as well as BCCFA provincial standards.)

a) For all Coaches, Criminal Record Checks are required at least every 2 years or by request from the president of the VCFL or President of their respective Association.

b) **U8 Flag –** Up to date Criminal Record Check (as above), a Signed Coaches Code of Conduct (or electronically acknowledged), and esportsdesk Registration for Insurance purposes.

c) **Atom, Pee Wee –** *Up to date Criminal Record Check, a Signed Coaches Code of Conduct (or electronically acknowledged), and esportsdesk Registration for Insurance purposes, and;*

a. Safe Contact, Making Headway Online Course, and an NCCP#.

b. Head Coaches require (NEW NCCP) Trained Level: Community Sport Stream, Make Ethical Decisions, all modules or (OLD NCCP) Trained Level: Technical-1and Theory-1

d) **Junior Bantam, Bantam, and Midget -** *Up to date Criminal Record Check, a Signed Coaches Code of Conduct (or electronically acknowledged), and esportsdesk Registration for Insurance purposes, Safe Contact, Making Headway Online Course, and an NCCP#.*

a. Head Coaches require NCCP Trained Level: Community Sport Stream, Make Ethical Decisions, all modules or OLD NCCP Trained Level: Technical-1and Theory-1

    i. This is highly encouraged for all Coaches at these levels

b. Head Coaches are encouraged to have NCCP Trained Level: Community Sport Stream. Make Ethical Decisions, all modules or OLD NCCP Trained Level: Technical-1and Theory-1

e) Coaches entering the VCFL after the Training Courses have run will not have to be trained until the following year.

** Note: Additional or other levels of training may be required from time to time based on requirements of Football Canada, BCCFA, BCPFA as applicable, and all levels of training are subject to change as may be required in order to meet the applicable requirements of these bodies at the respective age levels and divisions.

8.4 Medical Personnel/Trainers

For the health and safety of all participants there should be competent and qualified personnel available at every team practice and at every game to administer medical aid if necessary. The following qualifications are recognized by the VCFL:

Doctor	Paramedic
Registered Nurse	Industrial First Aid
Practical Nurse	Basic St. Johns Ambulance
Sports Aid Training	Sports-Med Certification

PART 9 FORFEITED GAMES

If, according to the VCFL Handbook, an Association cannot field a team for a VCFL scheduled game, that Association shall pay a forfeit fee of $300.00 per game. The forfeiting Association must also pay for cost of officials, unless the allocator of officials is notified a minimum of 72 hours prior to game day and provided any other games impacted on that day can be rescheduled or adjusted to reduce the officials' costs. The forfeiting team is also responsible for any measurable costs incurred by the other team (Measurable costs are described as any extra non-refundable costs including but not limited to: field fees, audio/video contracts, security, medical personnel etc. These costs would be backed up with an invoice or contract as needed.)

The VCFL will pay the team not at fault the forfeit fee collected from the forfeiting Association.

After two (2) forfeits, the President of the VCFL will appoint a committee to investigate the matter. The committee has the authority to determine whether the forfeiting Association should fold the team in question or make such other order, direction, or recommendation as the committee considers appropriate in the circumstances

PART 10 LEAGUE SCORING AND STANDINGS

10.1 League Scoring and Standings

a) The winning team of each regular season league game will receive 2 points for a win. If 2 teams play to a tie score at the conclusion of a regular season league game, there will be no overtime and each of the 2 teams in that game will receive 1point for a tie.

b) When a game is forfeited in league play, the team that forfeits (the "forfeiting team") the game will be deemed to have lost the game and the team to which that the game was forfeited (the "non-forfeiting team") will be deemed to have won the game and will receive 2 points for the win. For the purposes of the standings, the game score will be recorded as 21 to 0 in favour of

the non-forfeiting team.

c) Final standings in VCFL play will be determined as follows:

(i) If two teams are tied, the placement is resolved by the following principles:

1) Record versus each other (winning team placed ahead, or if equal wins-losses head to head then team with better points for/against in head to head games is placed ahead)

2) Combined winning % of opponents (not including games against them) The team whose opponents have the higher combined winning % will be placed ahead

3) Total points against. Team with fewest points against, places ahead.

4) Points for/against - Maximum of +10 per game. The team with the highest positive point differential (maximum of +10 per game) will be placed ahead

(ii) If three or more teams are tied:

1) Record versus each other:

2) Total points against amongst tied teams. Team with fewest points against, places ahead.

3) Points for/against - maximum of +10 per game

d) Once final standings have been established all Associations will be informed within 48 hours of playoff start. Final standings cannot be changed after subsequent playoff rounds.

PART 11 VCFL PLAYOFFS

11.1 Association in good standing

All monies (League fees, forfeited games, and all fines imposed by the Executive etc.) in arrears must be paid up before qualifying for playoffs, if not eligible for playoffs the monies in arrears will be added to next year's membership fees and unless otherwise approved by Majority Resolutions the amount in arrears must be paid in full before the Association in arrears is eligible to participate in VCFL Activities.

11.2 Schedule

It is the preference and goal of the VCFL that VCFL teams participate in a regular season consisting of 10 games, with at least 8 games. Unless otherwise determined by Majority Resolution, there will be at least an 8 game schedule where calendar allows for it, starting on the Labour Day weekend in September for any Fall season games, and 1st weekend in April for any Spring season games..

11.3 VCFL Playoffs

a) If a division has 10 or more teams, then the top 8 teams will make the playoffs, and when a division has 9 or fewer teams, then the top 4 will make the playoffs. This rule may be modified by Majority Resolution to accommodate an integrated schedule of games with another league such as but not limited to the VCFL or to accommodate play-off requirements for BCCFA play-offs, or as otherwise determined by Majority Resolution.

b) The highest ranked VCFL team in each division will be considered the home team.

11.4 Grievances

All grievances pertaining to the game after or during the game must be filed on the proper grievance

form and shall be given to the VCFL Executive no later than 3 hours following game completion, a decision will then be made. This decision will be final and not open to appeal.

11.5 VCFL Championships

a) The VCFL Championship games for all divisions will be held on such day or days and at the park or parks, as determined each year by the VCFL.

b) Medals for first and second place will be awarded by VCFL President (or designate) in respect of VCFL Championship games unless otherwise determined by Majority Resolution.

11.6 Player Participation Rules for all VCFL playoff games

For play-off games in all divisions except Bantam & Midget, all playoff games will have game plays for player participation monitored. (Bantam & Midget divisions are exempt from these player participation requirements for regular season games as well.)

a) Monitors for player participation: each team will supply 2 individuals, one will monitor their own team and the other will monitor the opposing team, thus having two monitors working together per team and the results will be forwarded to the game's commissioner for final verification.

b) The minimum number of game plays for player participation in the Atom, Peewee, Junior Bantam and Bantam divisions is the same as in the regular season:

c) For 9 and 12 man:

i. All players must play a minimum of 10 plays. Exception injury or illness.

ii. Exception: A challenged player at the discretion of the commissioner the coaching staff MUST have done their due diligence to play the player. The Team must have informed the game Commissioner prior to game commencement.

11.7 Conduct of Play-off games

For Play-off games, the Head Official may suspend play of the Play-off game (including any Overtime) on account of darkness, severe weather or other conditions (if safety of the participants is at risk as a result of such conditions). If a Play-off game (including any Overtime) is suspended on account of darkness, severe weather or other conditions, then the continuation of the play-off game (including any Overtime shootout) will be scheduled to take place no later than Wednesday of the following week (unless otherwise expressly approved or required by the VCFL) .The VCFL may also require that the play-off game (including any Overtime shootout) be continued at a specified time or at a specified alternate neutral playing field that is equipped with appropriate lighting in order to avoid or minimize the risk of play being further suspended on account of darkness.

11.8 Overtime for Playoff Games

a) When the score is tied at the end of the fourth quarter in a play-off game, there shall be a rest period of five (5) minutes with each team not allowed to return to their dressing rooms.

b) In Overtime, the winner shall be determined by current BCCFA Rules.

PART 12 GENERAL CONDUCT

a) Any player, coach, manager, trainer, Association member or volunteer who strikes a member of the LMFRA or VCFL Executive or Association member before, during or after a game on or near the game field, shall be suspended for the remainder of the season, all playoff games and championship games. For a second offence of the above, the suspension will be five years.

This rule is not intended to apply to contact by or between players in the ordinary course of game action where such conduct is governed by CARBTF and is otherwise within the jurisdiction of the game officials. However, all player misconduct is subject to further review and possible further sanctions by the VCFL Commissioner pursuant to this Handbook

b) All game officials, game commissioners, and VCFL Executive must be treated with courtesy at all times during the entire season by all players, coaches, managers, and Association presidents. Any infraction or violation of this rule will be reported to the VCFL President for possible further action (including an investigation and imposition of sanctions is appropriate).

c) The use of profane, obscene, insulting language or gestures to an opponent, official, or spectator by any player, or member of team staff or occupant of the team bench is prohibited. Any violation to this rule will result in ejection from the game. Procedure will be in accordance with PART 13.

d) Any players fighting before, during or after a game within the boundary of the park will result in an automatic review and possible further discipline and sanctions by the VCFL Commissioner

(or at the option of the VCFL Executive by a panel appointed by the VCFL Executive) in addition to any ejection imposed pursuant to the CARBTF for incidents occurring within the jurisdiction of the game officials.

e) No player, coach or member of team staff (such as but not limited to trainers or managers) shall smoke and/or use smokeless tobacco or illegal drugs or narcotics, nor consume alcohol at any time within the fenced boundary of the stadium grounds. Any violations of this rule shall result in ejections from the game as per PART 13 and may result in further discipline pursuant to this handbook. For the purposes of this rule, the term "smoke" includes smoking or using any device (including electronic cigarettes) or article to simulate the act of smoking tobacco or any tobacco-like substance by way of a cigarette, cigar, pipe or any device or article

f) Players, coaches, and any other team staff (such as but not limited to trainers or managers) participating in VCFL championships who are ejected at any time during the game or display unsportsmanlike or objectionable conduct or other related incidents, will be ineligible for further games that year in the Province if the team is representing the VCFL. Further discipline may be added to the player, coach, team staff member (such as but not limited to trainers or managers) or the team as a whole in the following year if deemed appropriate by the VCFL Executive.

g) Any member of a team bench (such as but not limited to players, coaches, trainers or managers) who leaves the team area to join in an altercation (whether on-field or off-field) will be ejected from the game and receive a minimum 2 game suspension. Further discipline may be applied if deemed appropriate by the VCFL Executive.

h) Where any player, coach or member of team staff (such as but not limited to trainers or managers) has been ejected from a game, each Association involved in the game has 48 hours from the end of the game to submit game film regarding incident(s) to the VCFL Commissioner. Format and delivery to be determined by the VCFL Executive.

PART 13 EJECTIONS AND DISQUALIFICATIONS

a) Any player or coach ejected from the game within the last three (3) minutes of the game will receive an automatic one (1) game suspension for the following game. This includes any coach, players, or staff member who at the conclusion of the game commits an act that would have drawn an ejection during the game.

b) Any player ejection implemented by game officials, the Game Commissioner or member of the VCFL Executive before, during or after a game at the game park will be reviewed by the VCFL Commissioner (or at the option of the VCFL Executive by a panel appointed by the VCFL Executive) and may result in further discipline pursuant to this handbook.

c) Any ejection of any coach, trainer, manager or other team personnel implemented by game

officials, the Game Commissioner or a member of the VCFL Executive before, during or after a game at the game park will be reviewed by the VCFL Head Coach (or at the option of the VCFL Executive by a panel appointed by the VCFL Executive to remove any chance of bias) and may result in further discipline pursuant to this handbook.

d) On the ejection or disqualification of a coach or team staff member (such as but not limited to a trainer or manager) for misconduct, the head official shall inform the game commissioner of the disqualification. The head official and game commissioner will approach each team concerned and have each player, coach or the team staff member escorted from the playing field by a responsible team staff member. The responsible team staff member shall remain with the ejected or disqualified player or team staff member until the game is over. The game shall not resume until the player coach or team staff member has been removed from the playing area (including team bench area).

e) Any disqualified player, coach or team staff member may not appear at or near the team bench during the period of his or her disqualification (including period of a suspension). Coaches shall not attempt to coach or interfere in any way from any position within the game park. Any violation of this rule may result in further suspension or possible game forfeit as determined by the VCFL President.

f) The VCFL Commissioner is to provide notice in writing to the Association whose player has been suspended or otherwise disciplined and report to all other Associations on a periodic basis and provide summary details regarding all player suspensions or discipline applied by the VCFL Commissioner from time to time. It is the responsibility of each Association to inform each of its offending players, coaches, team staff personnel or other members of suspensions or other discipline and to carry out and enforce any suspension or other disciplinary action.

PART 14 PROGRESSIVE DISCIPLINE POLICY

a) The VCFL may levy sanctions against VCFL Participants who breach the rules of this Handbook, including but not limited to warnings, fines, game suspensions, and other suspensions. The sanctions may be levied in accordance with the procedures set out in this Handbook and may be levied by the VCFL Head Coach and Commissioner in matters relating to violations by coaches, managers or trainers, by the VCFL Commissioner and Head Coach in matters relating to violations by players, or by the VCFL President in matters relating to violations by Association Presidents, in all matters by a panel appointed by the VCFL Executive (including the VCFL Executive as a whole)

b) The VCFL will apply progressive discipline based on a reasonable assessment of the severity or level of the offence as categorized by the VCFL Executive acting reasonably (and this assessment may be delegated to the VCFL Head Coach and Commissioner in matters relating to violations by coaches, managers or trainers, the VCFL Commissioner and Head Coach in matters relating to violations by players, the VCFL President in matters in relating to violations by Association Presidents, in all matters by a panel appointed by the VCFL Executive).

c) The categories of the three levels of offences from less serious to most serious are as follows:

(i) Level One: Less serious offences such as but not limited to objectionable conduct disqualification arising from play in a game, where conduct is not directed towards officials, game commissioner, or VCFL Executives.

(ii) Level Two: More serious offences such as but not limited to Rough play, includes fighting and flagrant attempt to injure and objectionable conduct towards officials, game commissioner or VCFL Executives, property damage, encouraging or inciting misconduct by others.

(iii) Level Three: Most serious offences such as but not limited to verbally threatening or unnecessary contact of an official, game commissioner or VCFL Executive, reckless

disregard for the safety of others, or deliberately targeting the head of an opponent in a vulnerable position.

All levels of offences apply to conduct before, during or after a game within the boundaries of the game park.

d) Minimum Game Suspensions that may be applied by the VCFL for each Level:

	Level One	**Level Two**	**Level Three**
1st Offence	One Game	One Game	Two Games
2nd Offence	Two Games	Two Games	Three Games
3rd Offence	One Year	One Year	One Year

NOTE 1: A one year suspension = 12 complete and consecutive months

NOTE 2: A one Game suspension = one played VCFL game (whether a regular season or playoff game).

e) Discipline above these minimums will be at the discretion of the VCFL (which discretion may be exercised by the VCFL Commissioner) and may be appealed as per PART 17.

f) All 3rd offences will be automatically reviewed by the VCFL Executive or a panel appointed by the VCFL Executive. The VCFL Appeal Policy (see PART 17) is available for all 3rd offences.

g) WHENEVER POSSIBLE AND PRACTICAL IN THE CIRCUMSTANCES OF A GAME (as determined in the discretion of the head official including a consideration severity of the conduct or player safety), the head official should in the first instance give a player a 3 play warning and send that player to the player's team bench before invoking an offence for conduct during a game that is expressly covered by the examples of the categories set out under Levels One, Two or Three above.

h) If the VCFL President, the VCFL Commissioner, VCFL Head Coach or other person, committee or other body or entity (in each case the "Decision Maker") having jurisdiction with respect to a Level One or Level Two offence determines that the circumstances of the incident if confirmed would or could result in a suspension or other sanction that exceeds what is stipulated as an automatic minimum for the offence pursuant to this Handbook then the following procedure will apply:

(i) The Decision Maker will provide in writing a copy of the official complaint in respect of the incident giving rise to the infraction to the VCFL Secretary and to the VCFL President (if the VCFL President is not the person having jurisdiction with respect to the application of suspensions or other sanctions regarding the incident);

(ii) A copy of the official complaint in respect of the incident giving rise to the infraction will be promptly provided in writing to the President of the Association whose player, coach, personnel or other member is the Respondent;

(iii) The President of the Respondent's Association must promptly cause the copy of the official complaint to be provided in writing to the Respondent;

(iv) The Respondent will have a period of 48 hours from the time the official complaint was given to the President of the Respondent Association within which to make submissions (to be communicated and delivered by or on behalf of the President of the Respondent's Association) in writing to the Decision Maker in response to the official complaint and in particular to provide reasons or relevant facts as to why a suspension or sanction that exceeds the automatic minimum should not be applied to the Respondent in the circumstances;

(v) If the circumstances are such that this policy will not allow a timely conclusion or determination, or if the circumstances are such the Respondent cannot (for valid and good faith reasons) provide a response within the time stipulated in this policy, the Decision Maker may, in its discretion acting reasonably, direct that the timeline be revised.

(vi) If a response on behalf of the Respondent is not provided within the time stipulated, the Decision Maker may proceed with the determination or decision in the absence of a response from or on behalf of the Respondent.

(vii) If a response on behalf of the Respondent is provided within the time stipulated, the Decision Maker will proceed with the determination or decision including consideration of the response from or on behalf of the Respondent

(viii) The purpose of this policy is to provide a timely conclusion or determination regarding less serious offences while providing a Respondent with an opportunity to make

submissions in the event that potential suspensions or sanctions may exceed an automatic minimum. This policy does not preclude the Decision Maker from seeking a response or submissions from the Respondent or others in any circumstances nor does it preclude any rights of appeal otherwise available pursuant to this Handbook.

PART 15 COMPLAINTS POLICY & PROCEDURES

15.1 Purpose

a) The VCFL is committed to providing an environment in which all VCFL Participants are treated with courtesy and respect and characterized by the values of fairness, integrity, and open communication. Participation in the VCFL, as well as participation in VCFL Activities, brings with it many benefits and privileges. At the same time, VCFL Participants are expected to fulfill certain responsibilities and obligations including, but not limited to, complying with the policies, bylaws, rules and regulations of the VCFL, including in the case of coaches and team staff members, the Coaches Code of Conduct.

b) Irresponsible behavior by VCFL Participants can result in severe damage to the reputation and integrity of the VCFL. Conduct that violates these principles and values may be subject to discipline and sanctions pursuant to this policy.

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

15.2 Application of this Policy

a) This Policy applies to all VCFL Participants.

b) This Policy only applies to complaints and disciplinary matters that may arise during the course of VCFL Activities.

c) Complaints and disciplinary matters arising within the business, activities or events organized by entities other than the VCFL (such as but not limited to individual Associations or the BCCFA) will be dealt with pursuant to the policies of those other entities.

15.3 Reporting a Complaint

a) Any VCFL Participant may report in writing to the VCFL President (with a copy to the VCFL Secretary) any complaint or in lieu of the VCFL Head Coach or Commissioner. Such complaint must be signed and in writing, and must be submitted to the VCFL President (with a copy to the

VCFL Secretary) within ten (10) days after the alleged incident.

b) A complainant wishing to file a complaint beyond the ten (10) 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 ten (10) day period will be at the sole discretion of the VCFL President. This decision may not be appealed.

c) The VCFL President and Vice President will determine whether the complaint is frivolous or vexatious. If the VCFL President and Vice determines the complaint is frivolous or vexatious the complaint will be dismissed immediately. If the person who is the subject of the complaint is the VCFL President then the determination of whether the complaint is frivolous or vexatious or

whether the complaint is a minor infraction or a major infraction will be referred to and determined by the VCFL Executive as a whole (but excluding the VCFL President the person who is the subject of the complaint).

d) If a complaint is determined by the VCFL President (or the VCFL Executive as the case may be) to be appropriate for further investigation, the complaint will be designated by the VCFL President (or the VCFL Executive as the case may be) 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 VCFL President (or the VCFL Executive as the case may be), to determine whether a complaint is to be dealt with as a major or minor infraction. This determination cannot be appealed.

e) If the incident is to be dealt with as a minor infraction, the VCFL President will inform the parties and the matter will be dealt with according to the section relating to minor infractions.

f) If the incident is to be dealt with as a major infraction, the VCFL President will inform the parties and the matter will be dealt with according to the section relating to major infraction

g) 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.

15.4 Minor Infractions

a) 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 VCFL of providing an environment in which all VCFL Participants are treated with respect and characterized by the value of fairness, integrity and open communication;

(iii) Non-compliance with the policies, procedures, rules and regulations under which the VCFL is governed.

b) All disciplinary situations involving minor infractions occurring within the jurisdiction of the VCFL will be dealt with by either by the VCFL President or in if the VCFL President considers it to be reasonable in the circumstances, the VCFL President may delegate authority to deal with the matter to an appropriate Person in Authority.

c) 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 VCFL President or the appropriate Person in Authority responsible for discipline of such infractions (as noted above in subsection 15.3 g). If considered practical, the VCFL President may determine that the procedure for dealing with a minor infraction may be undertaken by way 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.

d) In circumstances of reasonable urgency (including but not limited to matters that will impact a play-off game, final league standings, 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 VCFL 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.

e) 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 VCFL activity or event; or

(iv) Suspension or disqualification from a future VCFL activity or event

(v) Any other reasonable sanction or discipline considered appropriate by the VCFL President for the infraction.

f) Minor infractions that result in discipline will be recorded and maintained by the VCFL. Repeated minor infractions by a Respondent may result in any such repeated minor infraction by the Respondent being considered a major infraction in future.

g) Any sanctions implemented by a Person in Authority who is not a member of the VCFL Executive must be immediately reported to and shall be subject to review by the VCFL Executive within 7 days after the occurrence of the incident and the sanctions imposed or other disciplinary actions taken may be replaced by reasonable sanctions or disciplinary actions deemed appropriate by the VCFL Executive.

15.5 Major Infractions

a) Major infractions are instances of repeated or other misconduct that result, or have the potential to result, in harm to other persons, VCFL Participants or the VCFL or that demonstrate a material disrespect or disregard of the provisions and policies of this Handbook or the goals, objectives and guiding principles of the VCFL.

b) Examples of major infractions include, but are not limited to:

(i) Repeated incidents of disrespectful, offensive, abusive, racist or sexist comments or behavior directed towards others;

(ii) Repeated conduct contrary to the ideals and objectives of the VCFL of providing an environment in which all VCFL Participants are treated with respect and characterized by the value of fairness, integrity and open communication;

(iii) Activities or behavior which interfere with a competition or with any athlete's preparation for competition;

(iv) Incidents of physical abuse;

(v) Pranks, jokes or other activities that endanger the safety of others;

(vi) Disregard for the policies, procedures, rules and regulations under which VCFL Activities or events are conducted;

(vii) Conduct which results in harm to the image, credibility or reputation of VCFL and/or its' sponsors; and Associations

(viii) Consumption of alcohol or being intoxicated by drugs or alcohol during VCFL 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;

(ix) Any use of alcohol by minors;

(x) Any use of illicit drugs or narcotics;

(xi) Any use of banned performance enhancing drugs or methods;

(xii) Occurrence of multiple minor infractions within a 24 month period (where multiple minor fraction refers to more than one infraction considered by the VCFL Executive to be of the same, similar or greater severity); or

(xiii) A single incident of conduct which is considered by the VCFL Executive to be severe and has resulted, or has the potential to result, in substantial harm to the VCFL,VCFL Participants 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 VCFL at its sole discretion.

c) Major infractions occurring within competition may be dealt with immediately, if necessary, bya 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 Handbook.

15.6 Serious Infractions

a) The VCFL 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 a Panel pursuant to Part 16 of this Handbook 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 VCFL Participants, especially but not only athletes).

b) Where it is brought to the attention of the VCFL President, that a VCFL Participant 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 VCFL President may suspend the VCFL Participant pending further investigation, a hearing or a decision of a Panel pursuant to Part 16 of this Handbook or otherwise.

c) Notwithstanding the procedures set out in this Handbook, any VCFL Participant 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 VCFL Executive considers serious or a potential risk to the health or safety of VCFL Participants, will face automatic suspension from participating in any VCFL Activities until otherwise determined by the VCFL Executive and may face further disciplinary action by the VCFL in accordance with this Handbook. Authorities will be contacted.

PART 16 DISCIPLINE PANEL AND HEARING POLICY

16.1 Discipline

a) Within fourteen (14) days after notifying the Respondent of a complaint of a major infraction, the VCFL President, at the sole discretion of the VCFL President, will appoint a disciplinary panel ("Panel") of 1or 3 individuals 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 VCFL President may by notice in writing to the Panel specify member of the Panel who is to be the Chairperson

b) 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.

c) The Panel will use their best efforts to hold a hearing with respect to the compliant as soon as possible, but not more than fourteen (14) days after being appointed, unless otherwise approved by the VCFL Executive.

d) Having regard to the nature of the discipline 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.

16.2 Preliminary Meeting

a) 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:

(i) Format (hearing by documentary evidence, oral hearing or a combination of both);

(ii) Date and location of the hearing;

(iii) Timelines for the exchange of documents;

(iv) Clarification of issues in dispute;

(v) Any procedural matters including order and procedure of the hearing;

(vi) Remedies sought;

(vii) Evidence to be brought before the hearing;

(viii) Identification of any witnesses; or

(ix) Any other procedural matter that may assist in expediting the hearing.

16.3 Documentary Review

a) 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:

(i) All parties are given a reasonable opportunity to provide written submissions to the Panel, to review written submissions of the other parties, and to provide written rebuttal and argument; and

(ii) The applicable principles and timelines set out by the Panel are respected.

16.4 Oral Hearing

a) 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:

(i) The affected parties will be given at least three (3) days' notice in writing of the day, time and place of the hearing;

(ii) The affected parties will be provided copies of all evidence to be relied upon;

(iii) Decisions will be by majority vote where the Chairperson carries a vote;

(iv) Panel members will refrain from communicating with the parties except in the presence of, or copy to, the other parties;

(v) The parties may be accompanied by a representative;

(vi) The Respondent will have the right to present evidence and argument;

(vii) Any party actually or potentially affected by the matter may be made party to the hearing by the Panel;

(viii) 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 ;

(ix) The hearing will be held in private; the results to be public upon written request

(x) Each party will bear their own costs;

b) Once appointed, the Panel will have the authority to abridge or extend timelines associated with any aspect of the hearing.

c) If the Respondent chooses not to participate in the hearing, the hearing may proceed in any event in the absence of the Respondent.

d) 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.

e) 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 VCFL President ,and the VCFL Executive within fourteen (14) days of the conclusion of the hearing, unless otherwise approved by the VCFL Executive.

16.5 Sanctions

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

i. Written reprimand to be placed in the individual's file;

ii. Written apology;

iii. Removal of certain privileges of participation in VCFL Activities;

iv. Suspension from specified VCFL teams, events and/or VCFL Activities;

v. Payment of a financial fine in an amount to be determined by the Panel;

vi. Suspension from all VCFL Activities for a designated period of time;

vii. Suspension of VCFL funding;

viii. Expulsion from membership in the VCFL (in accordance with and subject to the bylaws and constitution of the VCFL);

ix. Publication of the Panel's decision; or

x. Other sanctions as may be considered appropriate for the infraction.

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

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

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

i. The nature and severity of the incident;

ii. Whether the incident is a first offence by the Respondent or has occurred repeatedly;

iii. The Respondent 's acknowledgment of responsibility,

iv. The Respondent's remorse and post-infraction conduct;

v. The age, maturity or experience of the Respondent;

vi. Whether the Respondent retaliated;

vii. The Respondent's pre-infraction conduct, including prior involvement with VCFL Activities; and

viii. The Respondent's prospects for rehabilitation.

16.6 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 VCFL) will be maintained by VCFL electronically.

16.7 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.

16.8 Confidentiality

The discipline and complaints process is intended to be confidential involving only the parties, the VCFL President, VCFL 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). Upon Conclusion the results are available by written request to the VCFL President.

PART 17 APPEALS POLICY AND PROCEDURES

17.1 Appeal Policy

The decision of a Panel pursuant to Part 16 of this Handbook, by the VCFL President, a VCFL Commissioner, the VCFL Head Coach, a Decision Maker, a Person in Authority, or otherwise pursuant to this Handbook, may (unless rights to an appeal are expressly precluded by the provisions of this Handbook) be appealed in accordance with the provisions of this Part 17

(the "Appeal Policy"). Disciplinary action stands until the outcome of the appeal.

17.2 Definitions

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

a) "Appeals Panel" means the person, panel or body appointed pursuant to this Appeal Policy to hear an appeal of a decision of a VCFL Decision Maker.

b) "Appellant" means the VCFL Participant appealing a decision of a VCFL Decision Maker pursuant to this Appeal Policy.

c) "VCFL 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 VCFL President, the VCFL Executive, the VCFL Commissioner, the VCFL Head Coach, a VCFL Commissioner, a Person in Authority, a Decision Maker pursuant to Part 14,or a Panel appointed pursuant to Part 16).

17.3 Purpose

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

17.4 Scope and Application of this Policy

Any VCFL Participant who is directly affected by a decision of a VCFL Decision Maker will have the right to appeal that decision, provided there are sufficient grounds for the appeal as set out in Section 17.6 of this Policy. This Policy will not apply to decisions relating to:

a) Matters of employment or contract with the VCFL;

b) Infractions for doping offences;

c) The rules of football;

d) Matters relating to the substance, content or establishment of team selection criteria;

e) Volunteer appointments and the withdrawal or termination of those appointments;

f) Matters of budgeting or budget implementation;

g) Matters of operational structure or committees;

h) Discipline matters and decisions arising during events organized by entities other than VCFL,

which are dealt with pursuant to the policies of those other entities; or

i) Any decisions made under Subsection 17.5 b) or Section 17.8 of this Policy.

17.5 Timing of Appeal

a) A VCFL Participant (an Appellant) who wishes to appeal a decision of a VCFL Decision Maker will have seven (7) days from the date on which the Appellant received notice of the VCFL Decision Maker's decision, to submit in writing to the head office of VCFL the following:
   i. Notice of the Appellant's intention to appeal,
   ii. Grounds for the appeal,
   iii. All evidence that supports these grounds,
   iv. The remedy or remedies requested, and
   v. A payment of two hundred fifty dollars ($250), which will be refunded if the appeal is successful.

b) Any VCFL Participant wishing to initiate an appeal beyond the seven (7) day period must provide a written request stating reasons for an exemption to the requirement of subsection 17.5 a). The decision to allow, or not allow an appeal outside the 7-day period will be at the sole discretion of the VCFL President, and may not be appealed.

17.6 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 VCFL Decision Maker:

a) Made a decision for which it did not have authority or jurisdiction as set out in this Handbook or the VCFL's governing documents;

b) Made a decision based on a policy that is illegal or contrary to a statutory provision;

c) Failed to follow procedures as laid out in the bylaws or approved rules or policies of VCFL; or

d) Made a decision that was influenced by bias, where bias is defined as a lack of neutrality to such an extent that the VCFL Decision Maker was unable or failed to consider other views.

17.7 Screening of Appeal

Within seven (7) days of receiving the notice and grounds of an appeal and the required fee, the VCFL President, will determine whether there are appropriate and sufficient grounds for the appeal to proceed as set out in Section 17.6 of this Appeal Policy. The VCFL 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 Section 17.6 of this Appeal Policy.

17.8 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 VCFL President and may not be appealed.

17.9 Appeals Panel

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

a) The Appeals Panel will be comprised of one (1) or three (3) 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.

b) If the Appeals Panel is comprised of three (3) 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 VCFL President will upon request of any Appeals Panel member appoint the Chairperson.

17.10 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:

a) Format of the appeal (hearing by documentary evidence, oral hearing or a combination of both);

b) Timelines for exchange of documents;

c) Clarification of issues in dispute;

d) Clarification of evidence to be presented to the Appeals Panel;

e) Order and procedure of hearing;

f) Location of hearing, where the hearing is an oral hearing;

g) Identification of witnesses;

h) Remedies sought ;and

i) Any other procedural matter that may assist in expediting the appeal proceedings.

The Appeals Panel may delegate to its Chairperson the authority to deal with these preliminary matters on behalf of the Appeals Panel.

17.11 Procedure for the Hearing

a) The Appeals Panel may conduct the hearing by means of documentary review, conference call, video conference or in person.

b) 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:

c) The hearing will be held within fourteen (14) days of the Appeals Panel's appointment, unless otherwise approved by the VCFL Executive.

d) The Appellant and VCFL Decision Maker will be given seven (7) days' notice in writing of the date, time and place of the hearing (unless the Appellant and VCFL Decision Maker each consent in writing to waive or reduce the period of notice).

e) Decisions will be by majority vote, where the Chairperson carries a vote.

f) 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.

g) 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.

h) The Appeals Panel may direct any other person to participate or present evidence in the appeal.

i) 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.

17.12 Procedure for Documentary Appeal

a) 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:

b) 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

c) The applicable principles and timelines set out in Section 17.11are respected.

17.13 Appeal Decision

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

i. Reject the appeal and confirm the decision being appealed; or

ii. Uphold the appeal and refer the matter back to the initial VCFL Decision Maker for a new decision; or

iii. 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 $250 to the Appellant.

b) A copy of the decision will be provided to each of the parties and to the VCFL Executive.

c) 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.

17.14 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.

17.15 Confidentiality

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

17.16 Final and Binding Decision

a) The decision of the Appeals Panel will be binding on all parties and on all VCFL Participants, subject only to the provisions of further appeal, if any, in accordance with Dispute Resolution Policy of the BCCFA to the extent applicable to the VCFL and in effect at the time.

b) No action or legal proceeding will be commenced against the VCFL (or any member of the VCFL Executive) in respect of a dispute, unless the VCFL has refused or failed to abide by the

provisions for appeal and/or dispute resolution as set out herein.

PART 18 ADMINISTRATION

18.1 Votes and Meetings

a) Each Association has 2 votes at all meetings of the Association Presidents (unless otherwise required or permitted pursuant to the Society Act or the constitution, bylaws of the VCFL, as the case may be).

b) An Association will not have a vote at any meeting of the VCFL unless and until that Association has paid in full all fines and fees then due and owing to the VCFL. This applies to the VCFL's Annual General Meeting ("AGM") or at any meeting of the Associations called by the VCFL.

c) All Associations must join the BCCFA and attend meetings of the members of the BCCFA AGM. There will be additional fees payable by an Association if that Association has one or more teams qualify for BCCFA finals.

18.2 Rules and Handbooks

a) All Associations will have access to an electronic version of this Rulebook.

b) All proposed rule changes must be submitted to the VCFL Commissioner 30 days prior to the VCFL Annual General Meeting (AGM).

c) A VCFL Executive review committee shall be available to review situations or incidents not covered by the VCFL handbook or irregularities that the committee becomes aware of.

d) A written protest is a statement of disapproval only and does not take the place of a grievance, complaint or appeal.

18.3 Notices and Information to VCFL

Each Association must:

a) Include the VCFL in notification of the Association's Annual General Meeting (AGM) or any extraordinary meeting of the members of the Association.

b) Submit in writing to the VCFL secretary within 30 days of the Associations' AGM, upon request, a complete list with contact information of the Association's directors and/or executive members.

c) Provide, upon request, a copy of cerrtificate of good standing to the VCFL Secretary by no later than June 1st in each VCFL Season.

d) Provide to the VCFL, upon request, within 30 days of the Association's AGM, a copy of the Association's most recent Financial Statement, the Constitution, current by-laws and current filing with the office of the registrar of Companies for the Province of British Columbia.

18.4 Team Declarations, Pre-Season Tournaments and Scheduling

a) Each Association must in each VCFL Season declare in writing delivered to the VCFL Executive by date selected in each season by the Executive, a list of the teams (by name and division) that the Association wishes to enter for VCFL scheduling. Associations who do not follow this will be assessed a fine of $500.00 and may not be eligible for the

scheduling of games for the ensuing VCFL Regular Season.

b) Any team withdrawn by an Association after final schedule is released will result in a $500.00 fine per instance assessed to and payable by their Association to the VCFL. Subject to adjustment by the VCFL Executive with a Majority vote.

c) Associations who drop teams after three weeks of the start of first league game of the VCFL Regular Season will forfeit each game of the remainder of the schedule at the normal forfeiture game cost.

d) Prior to the VCFL yearly scheduling, all VCFL Associations will have any remaining fees paid in full to BCPFA and BCCFA and all other VCFL fees, dues or fines shall be paid in full or that Association will not be scheduled to play games for that VCFL Season.

e) All Associations hosting summer or pre-season tournaments must first obtain approval and sanctioning by the VCFL. All tournament and exhibition games with VCFL teams will be subject to VCFL rules and policies with respect to the conduct of players and coaching staff.

18.5 Administering fines, penalties and donations

a) All cash fines and penalties collected by the VCFL pursuant to this Handbook will be paid out to the VCFL.

LOCATION: OPPONENT: DATE:

LAST NAME	FIRST NAME	#	EXCEPTION		1	2	3	4	5	6	7	8	9	10	COMMENTS	*TRN INIT (INJURED)

Valley Community Football League
Handbook VCFL Coaches Code of Conduct
Appendix B

Purpose

I . The purpose of this Coaches Code of Conduct is to ensure a safe and positive environment within VCFL by making all Coaches, (including Head Coaches, Team Staff volunteers - Assistant Coaches, Associate Coaches, Trainers, Managers, and all team support on the bench side) aware that there is an expectation of appropriate behavior at all times.

2. Conduct that violates this Coaches Code of Conduct will result in the removal or suspension of the Coach or Team volunteer.

Application of this Policy

3. This Coaches Code of Conduct applies to all Coaches and Staff relating to conduct that that may arise during the course of VCFL 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 VCFL business and events when such conduct adversely affects relationships within the VCFL and its work and sport environment and is detrimental to the image and reputation of the VCFL.

Responsibilities

5. All Coaches and Staff will comply with the following:
   a) Maintain and enhance the dignity and self-esteem of VCFL Members and other individuals by:
      1. 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;
      11. Acting, when appropriate, to prevent or correct practices that are unjustly discriminatory; and
      u1. 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:
      1. Written or verbal abuse, threats or outbursts;
      11. The display of visual material which is offensive or which one ought to know is offensive;
      111. 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;

vu. Any form of hazing;

v111. Unwanted physical contact including touching, petting, pinching or kissing;

1x. Unwelcome sexual flirtations, advances, requests or invitations;

Physical or sexual assault;

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 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:

1. Sexist jokes;
ii. Display of sexually offensive material;
lit. Sexually degrading words used to describe a person;
1v. 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;

t) Coaches must abide by the rules and policies set out in the VCFL Hand book.

g) Coaches are to familiarize themselves with the rules, techniques and strategies of football. In addition to being a positive role model for 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 VCFL Executive Board and/or Coaches Committee whether written or verbal.

j) Use of tobacco like products smokeless or electronic, 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 alcohol ic beverages in adult-oriented social situations associated with VCFL events.

I) 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 towards 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 VCFL 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 VCFL, as adopted and amended from time to time.
v) Adhere to all Federal, Provincial and 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 pe1iod 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.
1) 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 my 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 ;

8. The Coaching staff is under the direction of the Head Coach; all other coaches will be considered Assistant Coaches, Trainers, Managers or Team Staff volunteers.

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 arrangement s 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 VCFL game.

   c) Assume responsibility for the actions and behavior of all his/her Assistant Coaches/Staff.

   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 VCFL commissioner or the VCFL 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 docun1ent. I have also read, understand and agree to the VCFL 'Coaches Responsibilities' as written above.

11. I understand that non-compliance to the Code of Conduct will result in my suspension, removal or further action taken by the VCFL Executive.

Valley Community Football League Handbook
VCFL Coaches Code of Conduct
Appendix B

Association: _____

Team Name: _____ Division: _____

President: _____

Head Coach:

Print Name:	Signed	Date

Assistants:

Print Name:	Signed	Date
Print Name:	Signed	Date
Print Name:	Signed	Date
Print Name:	Signed	Date
Print Name:	Signed	Date

APPENDIX C

VCFL COMMISSIONER GAME DAY REPORT

SUBMISSION INSTRUCTIONS

Commissioner reports and rosters are to be scanned by game into a PDF File with file saved as: DATE FIELD LEVEL HOME TEAM AWAY TEAM.
For instance: Jan 1 2019 Mission Sports Park Atom Mission vs Abbotsford White

Commissioner reports should be submitted via email by 2pm the next day to both the VCFL Commissioner and current Standings personnel.

APPENDIX "D"

INCIDENT REPORT

Date and time of incident: _____

Name of writer:_____Position:_____

Location of Incident: _____

Individual(s) involved in the incident:

_____
_____
_____
_____

Objective description of the incident (please be concise, accurate and non-judgmental):

_____
_____
_____
_____
_____
_____
_____
_____

Names of individuals who observed the incident:

_____
_____
_____

Disciplinary action that was taken (if applicable):

_____
_____
_____
_____
_____
_____
_____

Signature of writer: Date:

APPENDIX E

ROSTER FORMAT available on request from VCFL Executive in Word format or can be printed from esportsdesk.