

THUNDER BAY MINOR FOOTBALL ASSOCIATION

BY-LAWS

ARTICLE I

PLAYER REQUIREMENTS

Section A Age Requirements

A player may participate in the league provided that they conform to the following rules:

- Tyke Division. Ages 5 to 7 years old. A player must be 5 years old on or after January 1st of the current year and must be under 8 years old on or before December 31st of the current year.
- Atom Division. Ages 8 to 9 years old. A player must be 8 years old on or after January 1st of the current year and must be under 10 years old on or before December 31st of the current year.
- Peewee Division. Ages 10 to 11 years old. A player must be 10 years old on or after January 1st of the current year and must be under 12 years old on or before December 31st of the current year.
- Bantam Division. Ages 12 to 13 years old. A player must be 12 years old on or after January 1st of the current year and must be under 14 years old on or before December 31st of the current year.

Section B Team Rosters

- Bantam, Peewee, and Atom Division. Each division shall be limited to a maximum of 32 players unless otherwise decided by the executive.
- Tyke Division. The Tyke Division shall be limited to a maximum of 20 players unless otherwise decided by the Board of Directors.

The Executive of TBMFA shall reserve the right to alter the age limits of the divisions which best suits TBMFA

ARTICLE II

REGULATIONS REGARDNING PLAYING BOTH WAYS

Definition "Both Ways" – means a player playing offense and defense in three consecutive series of downs.

Section A Starting a Game Under the Minimum

Any team starting a game under the 20 or 24 player minimum must declare on their game sheet 1 player for every one position short.

Each player designated to play both ways must only play one half maximum both ways.

The players designated to play both ways must not play both ways until one full game rest. (Regular season or playoffs)

If an injury occurs during play, the team with the injury must declare one or more players to play in the injured players spot if the injury is longer than three plays he was injured in. The player must be different than the players you already designated to play both ways. This must be declared verbally from Head Coach of the injured team to the Head Coach of the opposing team.

If the injured players substitute plays more than three plays he is now declared "playing both ways" and is now not eligible to play both ways for the next game.

Section B Starting a Game Over the Minimum

Playoffs

Any team over the 20 or 24 player minimum is allowed to switch one player in both halves from one side of the ball to the other. This means you can switch a player from Offense to Defense (or vice versa) at any time in the first half and you can switch a player from Offense to Defense (or vice versa) at any time in the second half. This can be done with one player or two separate players. If this player is playing offense and is changing to defense he can stay on the field back to back on change of possession. This change can only be done once per half (You can't flip flop the player several times in one half) This must be verbally declared from one head coach to the other.

(*Exception – this change cannot be made in the last 3 minutes of the second quarter or the last 3 minutes of the fourth quarter)

Regular Season

Unlimited amount of changes are permitted only at half time. This promotes the opportunity for players to play on both sides of the football.

If any team over the 20 or 24 player minimum has an injury during play, the team can use any player on their roster to play three plays. If the injury is more than three plays, they must use one of their roster players to fill the injured players spot. They cannot play a player both ways after the three plays and must juggle their lineup to ensure no one is playing both ways.

ARTICLE III

COACHES AND MANAGERS REGISTERING REQUIREMENTS

Section A Volunteer Police Check

Each Coach and Manager will be required to obtain a Volunteer Police Check from either the Thunder Bay Police or the OPP (depending on if they live in or out of the City Limits) and provide a copy to the General Manager before being permitted to assist TBMFA on or off the field with players in any manner.

Section B Respect In Sport

Each Coach and Manager will be required to complete the Respect in Sport course available on-line from <http://respectinsport.com> and provide a copy to the General Manager before being permitted to assist TBMFA on or off the field with players in any manner.

ARTICLE IV

TYKE RULES

Section A Coaches Rules

Coaches have forty (40) Seconds in the huddle to call their play. Only explain to players who are unsure of their responsibility. Coaches cannot give any more information.

Example of what we “don’t” want from Coaches

- A) Mike you have to block #44.
- B) Coaches cannot push players in the direction they want the player to run.
- C) Coaches cannot yell “anything” out when the ball is snapped. They must stay silent.

Example of what we “want” from Coaches

- A) Coaches could help lineman and running backs lineup in proper position.
- B) Coaches can call the play in the huddle example: “Tom sweep right”

Tyke Head Coach Penalty

If any Tyke rule is broken the head Coach will be given a warning. The second time the Head Coach from the same team breaks a Tyke rule his/her team will be assessed a five (5) yard penalty. The third time the Head Coach from the same team breaks any Tyke rule his/her team will be assessed a fifteen (15) yard penalty and an automatic disqualification of the Head Coach from the game.

Section B Tyke Player Rules

Defense

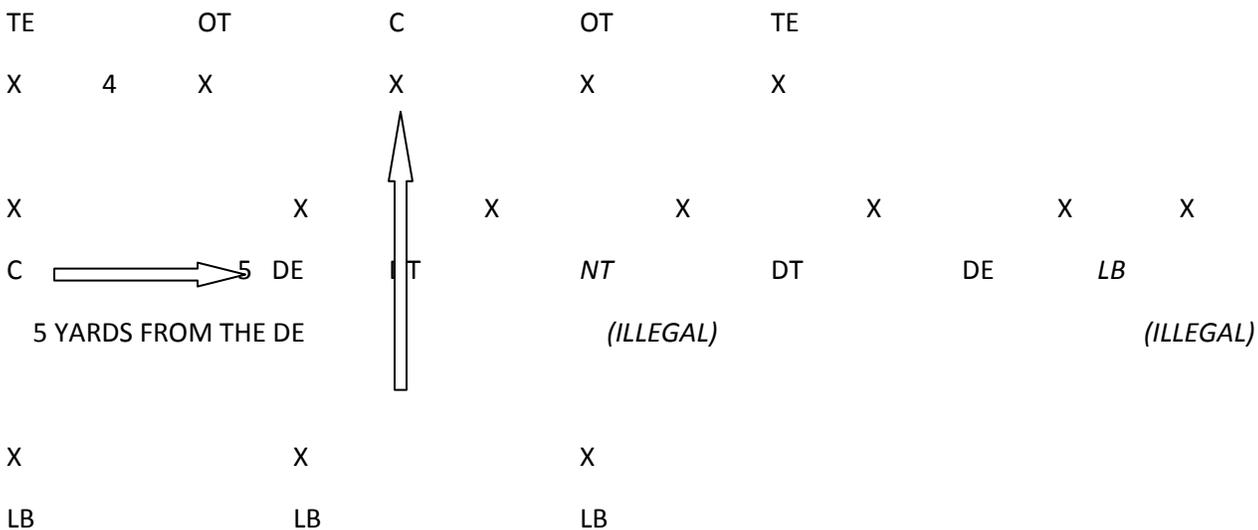
- A) Defensive linemen have to lineup head on with an offensive lineman. (no lining up in the gaps)
- B) Defensive linemen cannot lineup on the center.
- C) All Linebackers have to lineup four (4) yards from the line of scrimmage.

(Exception: Corners can lineup on the line of scrimmage as long as they are five (5) yards wider than the defensive ends)

- D) No Blitzing is allowed from any linebacker.

Offense

- 1) No running between “A” gaps. (1 and 2 holes – both sides of centre)
- 2) WR & RB can move forward before the snap, but not sideways. (No overloading)



* ALL LINEBACKERS 4 YARDS FROM THE LINE OF SCRIMMAGE.

Section C Timing Rules

Running time (4 quarters – 15 minutes each quarter)

The last minute of each half is 3 plays.

Clock is stopped for: Injuries, timeouts & measurements.

ARTICLE V
ATOM RULES

Section A Timing Rules

All games including playoffs will consist of 4 quarters. Each quarter will be 10 minutes running time. The clock stops only in the last 2 minutes of the second and fourth quarters. The only stoppages during regular run time will be for timeouts and injuries. (All Atom timing rules are subject for change)

Section B Atom Player Rules

Defense

- 1) Defensive lineman must line head on with an offensive lineman. (No lining up in the gaps)
- 2) Defensive lineman cannot lineup on the centre.
- 3) All linebackers have to lineup 4 yards from the line of scrimmage.

*exception corners only can lineup on the line of scrimmage as long as they are five yards wider than the defensive ends.

- 4) No blitzing allowed from any linebacker.

Offense

- 1) No movement by backfield, slots or receivers before the snap *No pre-snap movement. We don't want overload situations during the qb cadence. Example: two running backs overload with the right wide receiver during cadence. It's alright to line up out of the huddle with three wides right giving the defense time to play man to man.

*exception – running backs can move forward between the tight ends.

*exception – wide receivers and slots can move forward

- Coaches allowed in the huddle for two games.

Section C Atom Head Coach Penalty

If any Atom rule is broken the head Coach will be given a warning. The second time the Head Coach from the same team breaks a Tyke rule his/her team will be assessed a five (5) yard penalty. The third time the Head Coach from the same team breaks any Tyke rule his/her team will be assessed a fifteen (15) yard penalty and an automatic disqualification of the Head Coach from the game.

Article VI

MEETINGS

“Robert’s Rules of Order” shall be Parliamentary authority on all matters not covered by the Constitution and By-laws of TBMFA.

Annual General Meetings shall be held in the month of November or December of the same calendar year as the football season at a place designated by the Executive.

Each general member of the club shall be given proper and due notice of the time and location of the Annual General Meeting.

Regular meetings shall be held by the Executive at least nine (9) times each calendar year.

The Executive may call a regular meeting at any time.

Special meetings shall be called by the Executive within one (1) week upon receipt of a petition calling for a meeting and signed by at least twenty-four (24) general members.

Special meetings shall only deal with the subject for which it was called.

Executive members are required to attend all regularly scheduled monthly Executive meetings, unless the following:

The Secretary is notified within 48 hours of the scheduled meeting that the member will be unable to attend due to a personal scheduling conflict (i.e. work, vacation). The Secretary will then advise all Executive Members on the date of the meeting, of the members that will not be in attendance for the scheduled monthly meeting.

Executive members are entitled to excused absences, providing the above criteria have been met.

Three (3) absences, in which the Executive (Secretary) was not notified, will result in the immediate review of the member’s position on the Executive. The Executive may impose the following consequences:

- Reprimand, in which written documentation will be made by the Secretary and presented at the Annual General Meeting.
- Dismissal from the Board.

Two (2) consecutive absences, in which the Executive (Secretary) was not notified, will result in the immediate dismissal.

Article VII

OFFICERS AND THEIR DUTIES

Section A Executive Officers

1. President

1. Shall preside at all meetings of TBMFA and shall perform such other duties that usually pertain to that office.
2. Shall be an ex-officio member of all committees of the Executives, but only has a tie-breaking vote.
3. Shall prepare and submit to the Annual General Meeting, a statement and report of the preceding year for approval of the membership present at the Annual General Meeting.
4. Shall approve the signing officers for all transactions of the club, this will include 3 of 5 of the Executive Officers.
5. Shall verify all Bank Account Balances, as reported by the Treasurer.
Said verification to be done as soon as possible after the Annual General Meeting and at least once during TBMFA fiscal year. Each verification shall be reported in writing to the next regular meeting of the Executive.
6. Is responsible for all keys to the clubhouse and distribution to appropriate individuals.
7. Shall prepare a general speech regarding the football season for all awards banquets and make themselves available for each of those banquets.

2. Vice President

1. Shall assume all rights and duties of the President in the event the President should be absent or unable to act. Shall be one of the signing officers for all transactions of the club.
2. The Vice-President shall not hold any other title other than Vice-President unless the title is unable to be filled by another board member.
3. Responsible for all game scheduling.

3. Secretary

1. Shall be the recording Secretary at all meetings of TBMFA
2. Could be one of the signing officers for all transactions of the club
3. Shall provide minutes of previous meetings and agendas of current meetings in a timely fashion.
4. Shall keep a register of all members and have custody of all books and records pertaining to this office.
5. Shall notify all members, when necessary, of all meetings and other required functions.
6. Shall look after coordinating the ordering of all clothing or Promotional items for Skills and Drills, Knights Tackle, Summer Knights Players and Coaches, Summer and Fall Family Clothing Programs. And Distribution of items ordered.
7. Assist Website Director in facilitating content on website
8. Shall hold the main phone contact number for TBMFA and answer all calls in a timely manner and respond to or direct those calls to the appropriate Executive member in a timely manner.
9. Shall ensure that all Team Managers are provided with information regarding their duties and responsibilities pertinent to their respective team's age level.

4. Treasurer

1. Shall have custody of all funds belonging to TBMFA. Such funds shall be deposited by the treasurer in a chartered Canadian Bank as approved by the Executive. These accounts shall be in the name of TBMFA.
2. Shall keep a regular account of the receipts and expenditures of the club and shall be the custodian of all the books, records, and other documents pertaining to this office.
3. Shall be one of the signing officers of TBMFA for financial transactions.
4. Shall only issue cheques upon the authorization of the Executive.
5. Shall prepare and present a financial report at each regular meeting of the Executive.

5. Coaches General Manager

1. Shall be knowledgeable about all aspects of the game as it relates to all divisions.
2. Shall be analytical, organized and an outstanding communicator. Ensure that all information on the conduct of TBMFA coaches and the expectation of the Executive are understood and followed.
3. Shall be responsible for receiving and communicating concerns to coaches regarding issues that arise during football operations.
4. Shall be responsible for the Education/Certification process regarding coaches and ensuring all coaches are certified in accordance with league requirements.
5. Shall report to the Executive each meeting.
6. Shall not be allowed to vote or partake in a vote that affects the age level to which they coach. They must excuse themselves from the vote, but not the discussion.
7. Ensure that all teams have equal access to all aspects of TBMFA, including practice fields, equipment and training.
8. Shall prepare a Coaches Manual to ensure that all information on the conduct of coaches and the expectation of the Executive are understood and followed.

Section B Executive Directors

1. Equipment Manager

1. The Equipment Manager elected by the Executive with Approval of the Executive MAY appoint members to his/her committee.
1. Shall be responsible for the maintenance and up keep of the football equipment and facility.
2. Shall be responsible for the distribution and collection of equipment through scheduling with team managers and members/players.
3. Shall provide to the Executive an operating budget for approval on a yearly basis.
4. Shall report to the Executive each meeting.

2. Fund-raising Director

2. Shall set up a yearly program of fund-raising activities.
3. Shall report to the Executive each meeting.
4. Shall turn over all monies received by the Fund-raising Committee to the Treasurer in a timely manner
5. Shall prepare and submit a written report of all fund-raising activities to the Annual General Meeting.
6. Shall be responsible for investigating new innovations for fund-raising as it relates to TBMFA.

3. Tyke Coordinator (duties given to Sarah and copied from there. #11 and 12 added by Marc and edited by Sarah)

1. Organizations of the first two (2) weeks of practice.
2. Responsible for the recruitment of 9-12 Coaches and 2-3 managers
3. Shall supply enough information for successful year of practices and games.
4. Shall act as the liaison between the parents and coaches, to allow the coaches to coach
5. Shall oversee the division of the teams in a fair draft
6. Organize and assist with the set up of the Kick, Pass and Punt evaluations.
7. Shall organize and run the Tyke all Teams party
8. Shall organize and follow up on one (1) practice with the Bantam teams (one Bantam Team for every Tyke Team)
9. Keep attendance for all teams, (set up and delegate to the managers to do)
10. Assist the executive in all other events for TBMFA.
11. Responsible for the recruit of new players (in cooperation with the Publicity Director)
12. Coordinate events for recruitment at the grass roots level, with Publicity Director and the Support of the Executive.

4. Publicity Director

1. Shall be responsible for coordinating all information of TBMFA to the public.
2. Shall act as liaison with local media.
3. Shall liaise with community groups and football parents to provide information on football operations.
4. Assist Web Director in facilitating content on website
5. Shall maintain the Facebook, Twitter and Instagram presence in an accurate manner that reflects TBMFA values
6. Shall report to the Executive each meeting

5. Web Director

1. Create (in conjunction with Executive in regards to content posted), develop and manage content for TBMFA's web presence
2. Maintain a consistent look and feel throughout all web properties
3. Maintain the master content
4. Copy edit and proofread all web content that is approved by the executive to post
5. Assure web-based information is archived for future needs and reference
6. Track and report on all site metrics and feedback
7. Ensures division standings and schedules are posted on website once VP provides information.
8. Shall be a back up to maintain the Facebook, in an accurate manner that reflects TBMFA values
9. Work cooperatively with Executive members and external clients

6. Special Events Coordinator

1. Establishes through the Volunteer Coordinator, volunteers that will be responsible for the coordination of the Year End Banquets, Summer Football Barbeque, Kick Pass and Punt, as well as any other special events throughout the season.
2. Assists in gathering donations from the community for year-end banquet prizes
3. The Special Events Co-ordinator elected by the Executive, with Approval of the Executive MAY appoint members to his/her committee.
4. Shall be responsible for all fund-raising activities of the club including but not limited to Raffle Tickets, Summer BBQ, and Kick Pass and Punt.

7. Volunteer Coordinator (duties review in January of 2014 between Teresa and Sarah, Copied from there)

1. Establishes through the Volunteer Coordinator, volunteers that will be responsible for the coordination of the Year End Banquets, Summer Football Barbeque, Kick Pass and Punt, as well as any other special events throughout the season.
2. To provide TBMFA with volunteers for all events and work closely with the Special events coordinate to ensure all volunteer spaces are filled.
3. To gather information and create a data base of volunteers that can be called upon when needed.
4. To know the Volunteer Coordinator Calendar of Events (only slight variation from year to year), and when volunteers are needed.
5. To be present and organize Students/Parents with volunteer positions based on the calendar of events, (ticket sales, summer BBQ, Kick/Pass/Punt, Semi Finals and Finals, Banquet, Teddy Bear Picnic, all games, ect....)
6. Be present and approach parents about our needs for volunteers and opportunities for them in addition to a Sign-up sheet during registration
7. Reach out to the community and schools to grow the current volunteer base.
8. To make visits to every team's practices to speak to and enlist parents help for volunteer positions.

8. Registrar

1. Shall ensure that all TBMFA players are registered in a fair and equitable manner and in accordance with league requirements.
2. Attendance at all registrations is mandatory.
3. Maintain accurate records of players regarding age/division/team and for each camp/season held by TBMFA, and provide those lists in a timely manner.
4. Provide a draft list to all coaches in the appropriate age categories.
5. Provide master list by team of all players for Fund-Raising Director to maintain lottery ticket distribution.

Section C Committees

Committees may be established at the discretion of the Executive.

The membership of any committee may be chosen from the Executive or the membership-at-large.

Article VIII

PURCHASING PROCEDURES

All purchases and contracts of every kind in the name of TBMFA shall be authorized by the Executive.

The Executive may delegate the power to purchase for specific purposes to any member of the Executive with such authority to be deemed valid only for the year in power was delegated or a shorter term as specified by the Executive.

Any person obtaining goods for TBMFA on credit shall not accept those goods unless they are accompanied by an original invoice, bill of lading, or some other paper furnished by the seller describing the nature, quantity and price of the goods.

The above person shall sign the invoice, bill of lading or other paper as the case may be; attesting to the receipt of the goods referred to therein, and shall submit same to the Treasurer within seven (7) days of the purchase.

No payment for goods obtained on credit for TBMFA shall be made by the Treasurer unless such invoice or other paper has been submitted to the Treasurer and the description, quantity and price of goods corresponds with the final invoice or statement demanding payment.

The Treasurer has the authority to waive the above purchasing procedure for purchases considered by the Treasurer to be urgent and not exceeding one hundred (100) dollars for any transaction.

All persons spending petty cash on account of the club must submit receipts to the Treasurer for all monies spent before being reimbursed or receiving any further petty cash allowance.

Article IX

HONORARIUM

Honorarium may be paid by the club to individuals for services rendered to the club at the discretion of Executive.

Gifts may be presented to individuals at the discretion of the Executive.

Each executive member who has a child/children registered with TBMFA receives a hundred and seventy five dollars (\$175) honorarium [early registration fee as of 2014]. This honorarium can only be used for registration purposes and cannot exceed the early registration fee of that year.

Article X

CONDUCT

Section A Fair Play

The goal of the football programs sponsored by TBMFA is to achieve success through support for high standards of amateur football in Thunder Bay through skill development and refinement, sportsmanship, participation, courtesy and fair play.

These ideals of fair play, are identified as follows:

1. Respect and follow the rules.
2. Respect the officials and accept decisions. Calls do not get changed, so get on with the play.
3. Respect your opponent. Two teams are necessary for positive competition.
4. Give equal opportunity for participation. Those that practice earn the right to play.
5. Maintain your self-control at all times. Offensive behaviour is later regretted.
6. Displays of temper, profanity, verbal abuse or electronic abuse directed at board members, coaching staff, team managers, officials or opponents will be dealt with swiftly and with zero tolerance. This behaviour does not contribute anything desirable to the outcome or intent of the season.

Section B Coaches Code of Behaviour:

1. Maintain up-to-date and reasonable knowledge and expectations of that which you hope to teach. Give consideration to the age and experience of the players.
2. Maintain fair, unprejudiced relations with all team members.
3. Pay careful attention to the physical condition of all players.
4. Inspire a love of the game and a desire to compete fairly.
5. A strong stand against profanity, unfair play and unsportsmanlike behaviour is required.
6. Maintain self-control and self-esteem at all times including acceptance of the officials decisions.
7. To teach athletes to win is desirable, but to do so legitimately and respectfully. Any outcome of a game should be courteous and grateful acceptance.
8. There is no place in athletics for the use or abuse of drugs or alcohol, before, during or after a competition.
9. Displays of temper, profanity, verbal abuse or electronic abuse directed at Executive members, coaching staff, team managers, officials or opponents will be dealt with swiftly and with zero tolerance. This behaviour does not contribute anything desirable to the outcome or intent of the season.
10. Individuals who choose to ignore or disregard these codes and requests may be subject to discretionary or disciplinary action by the Executive of TBMFA.

Players Code of Behaviour:

1. Play for the fun, enjoyment, and best interests of the team.
- 2.
3. Play by the rules and conduct yourself with honour and dignity.
4. Do not argue with officials decisions. Coaches or captains may ask any necessary questions.
5. Control your temper. Mouth off, profanity, and throwing of equipment have no place in team sports.
6. Play hard and to the limit of one's abilities. True athletes do not give up, quarrel nor resort to unfair tactics or violence.
7. Accept both victory and defeat, honourably and respectfully. Do not treat your opponents as you would not want to be treated.
8. There is no place in athletics for the use or abuse of drugs or alcohol, before, during or after a competition.

9. Displays of temper, profanity, verbal abuse or electronic abuse directed at board members, coaching staff, team managers, officials or opponents will be dealt with swiftly and with zero tolerance. This behaviour does not contribute anything desirable to the outcome or intent of the season.
10. Individuals who choose to ignore or disregard these codes and requests may be subject to discretionary or disciplinary action by TBMFA Executive.

Spectators Code for Parents and Fans:

1. Young players are involved in team sports for their enjoyment and skill development. Serve as a positive support. Encourage players to compete by written rules of the game and the unwritten rules of good sportsmanship. Cheer.
2. Enjoy the game and performance of all players. Remember players are working hard and learning. Mistakes or losses will occur, but criticism and ridicule are destructive rather than constructive or useful.
3. No alcoholic beverages are allowed at any sanctioned event.
4. Displays of temper, profanity, verbal abuse or electronic abuse directed at board members, coaching staff, team managers, officials or opponents will be dealt with swiftly and with zero tolerance. This behaviour does not contribute anything desirable to the outcome or intent of the season.