

WWCFL

Western Women's Canadian Football League

By-laws

(April 2013)

All WWCFL teams must make every effort to comply with the By-laws, policies and procedures of the WWCFL in order to remain in good standing.

The WWCFL Board of Directors reserves the right to review and apply disciplinary measures to any team that is not in good standing or that does not attempt to return to good standing.

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BY-LAWS (Operating Regulations) of the WWCFL (Western Women's Canadian Football League)

Definition of a By-Law:

The rules and regulations enacted by an association to provide a framework for its operation and management. By-laws may specify the qualifications, rights, and liabilities of membership, and the powers, duties, and grounds for the dissolution of an organization.

Rules Governing the Addition, Deletion or Change of a By-Law:

- a) By-laws may be enacted or amended by a majority vote of the Board of Directors whenever required. Any addition, deletion or change to a by-law must be submitted to the Board of Directors 30 days prior to a Board Meeting.
- b) New by-laws or amendments must be presented at the next Annual General Meeting (AGM) for ratification by the members. If they fail to be ratified, they will cease to be effective and may not be re-enacted by the Board of Directors for one calendar year. Any amendment, to be accepted or ratified, must pass by a vote of 2/3 of those eligible to vote and present at an AGM.

1.0 Board of Directors

1.01 Definition

Board of Directors is defined as one member representative from each WWCFL team. Any number of representatives from each team can attend meetings, however, only 1 vote will be allowed per team.

1.02 Responsibilities

The Board shall be subject to the by-laws or directions given it by a majority vote at any meeting properly called and constituted, have full control and management of the affairs of the WWCFL, and meetings of the Board shall be held as often as may be required, but at least once every three months, and shall be called by the President.

From this point forward all references to the "WWCFL" or "Board", shall refer to the Board of Directors of the WWCFL.

2.0 Executive Members

2.01 Mandate of the Executive

The mandate of the Executive is to:

- Coordinate the day to day running of the WWCFL
- Give guidance to the Board on WWCFL matters
- Implement the recommendations/decisions of the Board
- Bring forward suggestions to the Board regarding expansion, development, discipline and direction of the WWCFL

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- If a conflict of interest arises, another Board or Executive member will be selected to act on behalf of that member

2.02 Description of Executive Board Members and Duties

- a) The Executive Board constitutes the President, Commissioner, Treasurer, Registrar and Secretary. The Executive and Board of Directors reserve the right to add additional Executive positions as needed in accordance with the voting procedures outlined in By-law 2.03.
- b) The following duties are listed to ensure that the Board of Directors and Executive members are aware of the roles and responsibilities of each Executive position. The intent is not to limit the work of the Executive to these specific duties. The Executive may conduct themselves as a cross-functional team supporting each other with their respective duties.

President

- Chair WWCFL Board meetings
- Prepare, in consultation with the Secretary, the agendas for Board and Executive Committee meetings
- Review the minutes, in consultation with the Secretary, before they are submitted to the Board
- Review appeals brought forward by the Incident Review Committee
- Organize the committees of the Board

Commissioner

- Enforce the By-laws of the WWCFL
- Receive all completed game sheets no later than 48 hours after the game
- Work with the Treasurer if a team is to be fined for any infractions
- Receive notice of any postponement or cancellation of a game
- Create the schedule for all WWCFL games including pre-season games, regular season games, playoff games, exhibition games, etc.
- Receive all protests in writing no later than 24 hours after the game in question and to notify the affected teams within 24 hours of receiving a protest
- All suspensions, disqualifications, reprimands, etc. are to be handed out by the Commissioner who will also monitor the penalty
- Review appeals brought forward by the Incident Review Committee

Treasurer

- Maintain complete, accurate and timely records of all league Revenues and Expenses
- Manage financial aspects of league fundraising drives
- Prepare annual budget and present it to the Board for approval
- Issue payment for all approved WWCFL expenditures
- Issue monthly financial statements to the Board including Statement of Operations, Statement of Financial Position and Revenue and Disbursement report

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Registrar

- Collect and maintain all player, coach, team management records from each WWCFL team
- Confirm that all players comply with By-law 5 – Registration
- Work with the Commissioner if a player, coach or a team management member violates any of the WWCFL by-laws and a suspension is to be followed
- The Registrar is to know of all active, inactive, and injured players in writing
- Along with the Commissioner, receive all protests in writing no later than 24 hours after the game in question

Secretary

- Take minutes of all WWCFL Board and Special meetings
- Issue all motions to the Board and Executive within 7 days (this can be done with or without the minutes)
- Circulate copies of the minutes of each meeting within two (2) weeks of the meeting
- Contact all Board members about upcoming meetings and confirm attendance
- Set up conference calls
- Follow up on action items found in minutes
- Maintain and distribute the Board of Directors contact listing

- c) The Executive does not vote on Board decisions unless there is a tie. The tie breaking vote, one (1), will be determined by a vote within the Executive.

2.03 Executive Board Member Voting Procedures and Tenure

- a) All Executive Board member positions are two-year terms and will be up for election at an AGM either at the end of the term or when a position becomes vacant prior to the end of the term. Votes will be emailed to a person appointed by the Board on a given date and the votes will be counted and the results will be reported back to the Board. Voters and recipients are required to retain a copy of their sent votes for 14 days following the voting period. An alternative voting process may be used if agreed upon by a majority vote of the Board.
- b) All applicants for Executive Board positions will be asked to submit an application and respond to a series of standard questions as determined by the Executive in consultation with the Board of Directors. All applications will be brought forward to the AGM for discussion and approval as per the voting process listed in 2.03a.
- c) In the event that an Executive Board position becomes vacant prior to completion of the two-year term and where it is deemed necessary to immediately fill the position in order to appropriately conduct the business of the WWCFL, the Executive may appoint someone to the position. This appointment is only effective until such time a Special Board Meeting can be called to vote someone in on an interim basis. In order to officially fill the position for the two-year term, the process outlined in 2.03a and 2.03b must be followed.

3.0 Meetings

3.01 Meeting Conduct

All formal meetings will be conducted under Robert's Rules of Order.

3.02 Quorum

A meeting with 50% plus one Board member shall constitute a quorum. Meetings without quorum may occur, provided however, that any business transactions at such a meeting shall be ratified at the next regularly called meeting of the Board; otherwise they shall be null and void.

3.03 Attendance

- a) The team representative shall be identified to the Secretary and President of the WWCFL, a minimum of 24 hours prior to all meetings via the senior administrator of each team, if this team representative is not known by the Executive or the Board re: a replacement. If multiple representatives will be in attendance, this should be identified with as much notification as possible. If a team will not have a representative present, this will need to be identified in advance of the meeting.
- b) Board members are responsible to attend all meetings and members that miss more than 2 meetings without prior notice, in a calendar year, may be removed by a majority vote of the remaining Board members.
- c) If a team does not send a representative without notification, a fine of \$50 will be imposed and any subsequent meetings missed will be \$100 for the given year. This will also lead to communication from the Executive to the offending team to discuss ways to correct this issue.

3.04 General Meetings

- a) General meetings of the WWCFL may be called at any time by the Secretary, upon the instructions of the President. Meetings are called with the attempt to get as many members in attendance as possible and may be in person or via conference call.
- b) Meetings shall be called with 10 days' notice in writing/emailed to each member or by three days' notice by telephone. If a Member at Large wishes to bring an item before the Board for discussion during a meeting they must send a request to the President via email before the agenda has been distributed for the upcoming meeting. Members at Large that wish to address the Board must receive pre-written confirmation from the President before addressing the Board.

3.05 Emergency Meetings

Emergency meetings may be called via email or phone given 48 hours notice and a quorum can be met. Possible reasons to call emergency meetings may include: player suspensions, disciplinary issues, forfeiture, and general misconduct issues.

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3.06 Special Meetings

Special meetings may be called on the instructions of any two members provided they request the President in writing/email to call such a meeting and state the business to be brought before the Board.

3.07 Annual General Meeting (AGM)

The AGM will be held yearly in October or November and will be set by the Executive.

4.0 League Structure

4.01 Conferences and Teams

The WWCFL is currently comprised of two conferences: the Western Conference and the Prairie Conference. The Western Conference currently includes teams from Alberta. The Prairie Conference includes teams from Saskatchewan and Manitoba. Expansion into other provinces must comply with By-law 7: New Team Formation.

5.0 Registration

The WWCFL's player assignment/registration process is to make it as reasonably convenient and accommodating as possible for players to participate in the game of football while still ensuring each participating team has means and opportunity to grow their programs.

5.01 Player Registration

- a) All players must register with their local Provincial Sporting Organization (PSO) and WWCFL Registrar (using the WWCFL Registrar form) prior to playing/taking part in a WWCFL event, including events such as jamborees, exhibition games and/or league games.
- b) All players must be female and be 16 years of age or older prior to the commencement of their WWCFL season, including all WWCFL events such as jamborees, exhibition games and/or league games.
- c) Failure in a player to comply with the above requirements will result in the unregistered player being suspended for their next game, including regular season or playoffs.
- d) If a player becomes pregnant, they are ineligible to participate in any WWCFL on field activity.
- e) The WWCFL reserves the rights to not register or not permit any player to play:
 - i. Who cannot produce a Birth Certificate (or satisfactory medical certificate) upon request, or
 - ii. Whose participation would be detrimental to the WWCFL, as defined in By-law 11.05.
- f) Transfers are granted at the sole discretion of the home team or at the request of the WWCFL.
- g) All reasonable efforts should be made by the teams involved to accommodate the circumstances associated with that player(s) situation.

5.02 Not Satisfactorily Registered Player

- a) A player not satisfactorily registered with the WWCFL in accordance with By-law 5.01 shall not participate in any

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WWCFL on field event.

- b) The WWCFL shall investigate any occurrence of the above.
- c) Failure to produce satisfactory player documentation within 48 hours of the request will result in a \$25.00 fine to the member organization per occurrence. In addition, suspensions of coaches/team officials and disallowance of game results may occur. Forfeiture of points may be applicable to all games in which said player participated.

5.03 Challenge of Eligibility of Player

- a) A challenge may be filed by any member of the WWCFL regarding the eligibility of a player.
- b) Any challenges must be filed in writing, with a copy to the Registrar and a copy to the team being challenged.
- c) Challenges must be accompanied by a deposit of \$100.00 per challenge. If the challenge is successful, the deposit will be returned. If a challenge is not successful, the deposit will be forfeited.

5.04 Team Registration

- a) A player cannot register for more than one team within the WWCFL per playing season.
- b) Within a season, any player who quits, for whatever reason, will be allowed to re-register, but only with the team from which they had originally quit.
- c) If a player has already registered with a team and chooses to move from one team to another, they must garner a release from the current team prior to registering/participating in any events with their new team.
- d) The release must be submitted with their registration to the WWCFL Registrar and their new team. If they cannot provide this release they are prohibited from playing/participating in all WWCFL events until the release is received by the Registrar.
- e) A player will not require a release from their former team if they have not registered with the WWCFL for an entire year/season.
- f) Players having issues with their releases have the opportunity to appeal to the Board for review.
- g) Any newly registered player must be registered for at least 50% of the current season games to be eligible to play during playoffs.
- h) Injured players must also be registered for at least 50% of the current season games to be eligible to play during playoffs. The decision whether an injured player is safe to return to active status rests with the player's team (e.g. coaches/trainers/medical staff).

6.0 Recruiting Existing WWCFL Players

6.01 Definition of Recruiting Existing Players

Recruiting existing WWCFL players includes but is not limited to the following situations occurring at any time.

- a) Phoning or meeting in person by coaches or person(s) involved in an organization with players to convince them to come play on their team.
- b) Sending out letters/email to players on opposing teams to convince them to come play on their team.

6.02 Penalty for Recruiting Existing Players

If a team recruits a player from an opposing team, a fine will be imposed in the amount of \$250 and the offending person(s) may be suspended from WWCFL activity for a period of 1 year from when the fine is imposed.

7.0 New Team Formation

7.01 Minimum Players Required

Any new team wishing to join or rejoin the WWCFL must have a minimum of 24 players registered with their PSO.

7.02 New Team Approval

All new teams must be approved by a majority vote at the AGM prior to the season in which the new team wishes to play.

7.03 New Team Uniform Colours

All new team uniform colours must be approved by the Board before they are ordered as per By-Law 14.09.

8.0 Team Roster/Game Sheet

The team roster is the accurate list of all players registered to a particular team. The game sheet is the official record of the team players, staff (i.e. coaches, sports-aiders, managers) and game activity (i.e. the points scored, player/staff ejection).

8.01 Team Roster

All team rosters must be submitted via email to the WWCFL Registrar (using the WWCFL Registrar form) no more than 48 hours after the game. If the team roster is not received by this time, a \$50 fine will be issued for each infraction.

8.02 Game Sheet

- a) Game roster sheet identifying an offensive and defensive unit must be legibly prepared in duplicate for each game, on an Official WWCFL Game Sheet, and must be ready not less than 15 minutes prior to game time.
- b) The coach or a team representative will give both copies to the timekeeper, who will retain one copy and give the other to the opposing coach or a team representative. A delay of game penalty will be assessed for violation of By-law 8.02a or 8.02b.
- c) All players able to participate in a particular game will be referred to as "active" players. All players unable to participate in a particular game will be referred to as "inactive" players. All inactive players unable to play due to injury will be referred to as "injured" players.
- d) If a player is put down as "inactive", shows up, she will not be able to play, therefore if unsure of a player's status, put her down as an "active" player, as per By-law 8.02c.

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- e) The home team collects the game sheet(s) at the end of the game and sends them via email to the WWCFL Commissioner no more than 48 hours after the game. If the game sheet is not received by this time, a \$50 fine will be issued for each infraction.

8.03 Team Roster/Game Sheet Manipulation

Any and all incidents/attempts of team roster/game sheet manipulation or altering of player identification are subject to disciplinary action by the WWCFL. Such disciplinary action may involve suspension from all WWCFL activities as decided by the WWCFL Board.

8.04 Minimum Number of Players Required to Start a Game

No team may commence a game with less than 18 active players for 12-person football.

8.05 Game Statistics (Stats)

- a) All teams are required to record basic football stats on an official Game Sheet for each game in the WWCFL season including all regular and playoff games.
- b) Completed stats must be submitted to the WWCFL Commissioner no later than 48 hours after the game via email.

9.0 Schedules/Games

9.01 Game Times

- a) All games must be played between 11:00am and 2:00pm.
- b) Games can be played outside of the time range indicated above, if agreed upon by both teams, in writing, and emailed to the Commissioner, no less than 2 weeks prior to the game.

9.02 Postponement/Cancellation of Game

- a) There will be no postponement of scheduled games, except under extreme field or weather conditions at the discretion of the Referee. The officials may delay a game in progress at their discretion for up to an hour for thunderstorms, heavy rains, ambulances, etc.
- b) No game shall be cancelled, other than in By-law 9.02a, without informing the WWCFL Commissioner and/or President prior to informing the other team.
- c) If a game in progress is cancelled for any reason (except unsportsmanlike conduct or any other rowdy behavior of participants or fans) by the officials, the scoring will be as follows:
 - i. If less than two full quarters have been played, it will result in a game "not played" (e.g. game not counted as a win, loss, or tie). Therefore, the season record is based only on games where at least two full quarters have been played.
 - ii. If two full quarters or more have been played, the score will stand as of the time of cancellation.
- d) Re-scheduling or cancellation of postponed games will be reviewed by the WWCFL Commissioner and

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recommendations will be made to the Board for final decision to be voted upon.

- e) If a game is called by the referee due to unsportsmanlike behavior or unruliness, the offending team will automatically forfeit the game.

9.03 Forfeiture

Any team that is unable to play a game not due to postponement or cancellation as seen in (9.02a and 9.02b).

- a) Any team that is unable to play a game due to forfeiture shall notify the Commissioner by email, phone or text by 8:00pm (in the time zone that the Commissioner resides in) the Thursday before the game. The notification must be verified that it has been received, by the Commissioner by a confirmation email, phone or text to be considered received.
- b) If a team forfeits, a minimum fine of \$1,000 will be applied for regular season games to the forfeiting team and will be paid to the opposing team. Playoff games will incur a fine of \$1500.
- c) Any team, failing to properly notify the Commissioner and the opposing team will also be responsible for costs incurred as a result of the forfeiture (i.e. referees, busses, etc.). This is intended to reimburse opposing teams for costs not covered by the minimum fine up to a maximum of \$1,000 for a regular season game and \$1500 for a playoff game. All legible copies of receipts must be submitted to the Treasurer and the offending team within 2 weeks or within a mutually agreed upon time for review and must be settled within a reasonable time frame from date of occurrence. The Treasurer will review and submit a recommendation to the Board for final vote on what fees will be reimbursed.
- d) If there are no additional costs in 9.02c, forfeiture of a game without stated notice will result in an additional fine of \$200 payable to the WWCFL.
- e) All forfeitures will have a "win" awarded to the non-offending team by a score of 30-0.

9.04 Playoff Games Structure

- a) The top 4 teams in each Conference will proceed to playoffs. The first place team will play the fourth place team and the second place team will play the third place team. The winners of these games will proceed to their Conference Final.
- b) If a Conference consists of three teams, a semi final game will be played between the teams finishing second and third. The semi final winner will play the first place team in their Conference Final.
- c) Conference playoff games will be played at the home of the highest ranked team.
- d) The winners of the Conference Finals will play a final game to determine the WWCFL Champions.
- e) In order to accommodate the Women's World Championships, an alternative playoff structure may be approved by the Board in years when these championships are held.

9.05 WWCFL Events

- a) Every WWCFL Team will be given the opportunity to submit a proposal to host the WWCFL Championship Game each year.
- b) The WWCFL Championship Game will be played in a location voted on by the Board.

10.0 Timing and Conduct of the Game

Except as otherwise stated herein, all games will be governed by the current "Canadian Amateur Rule Book for Tackle Football".

10.01 Point Structure

Standings will be determined on points. A win is worth 2 points, a loss is 0 points and a tie is 1 point. In the event of a tie, standings will be determined by winning percentage, head to head and then point differential, all between the tied teams.

10.02 Mercy Rule

- a) At any time when the point difference between teams equals or exceeds 30 points, the game shall be played as "running time" at the request of the trailing team.
- b) If the spread is reduced below 30 points, the game will revert to "stop time".

10.03 Spectators/Sidelines

All spectators will stay 3 yards from the sideline. Any violation will result in a delay of game penalty to the team for which the respective instigator belongs.

10.04 Registered Members/Team Bench Area

Only registered members of a team are allowed on team benches during pre-game and at game time. These registered members must also be registered with the WWCFL and their provincial governing bodies.

10.05 Location of Teams at Half Time/Completion of Game

At half time and completion of the game, teams will move to opposing end zones as agreed upon before the game or dressing rooms if so provided.

11.0 Protests, Discipline, Complaints and Violations

Protests made in connection with official judgement calls during a game will not be entertained.

11.01 Protest Submission

- a) The Commissioner and Registrar must receive all protests in writing no later than 24 hours after the game in question, stating the regulation or sub-section on which the protest is being based, and the remedy sought.
- b) The Commissioner shall notify the affected teams within 24 hours of receiving a protest.

11.02 Protest Incident Review Committee

- a) A committee consisting of 3 members (Board members or individuals outside the WWCFL) including the Registrar or Commissioner shall be appointed and approved by the Board, and be empowered to conduct a review and rule on all protests submitted in accordance with this regulation.
- b) No member of this committee shall be directly involved with any of the parties involved in the current review.

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- c) If a committee member needs to be replaced for a particular protest incident review (e.g. unavailable, conflict due to 11.02b), the Board must appoint and approve a replacement to temporarily sit on this committee. For time sensitive situations, the Executive may appoint a replacement but must do so in an open and transparent manner with the Board.
- d) The President or Commissioner shall communicate with the parties involved in the protest within 48 hours after the affected teams have been notified, and issue a ruling within 24 hours thereafter.
- e) The rulings shall be sent to the affected teams and WWCFL Executives via email.
- f) The membership of this committee must be reviewed and approved annually.

11.03 Protest Appeal

- a) Appeals will be allowed for suspensions.
- b) Any other appeal against rulings by the Incident Review Committee must be delivered to the Commissioner and President within 24 hours after a ruling has been communicated to the parties affected.
- c) An Appeals Committee consisting of 3 members (Board members or individuals outside the WWCFL) including one Executive member, who are not members of the Protest Incident Review Committee, shall be appointed and approved by the Board, and be empowered to hear all appeals.
- d) No member of this committee shall be directly involved with any of the parties involved in the current appeal.
- e) If a committee member needs to be replaced for a particular appeal (e.g. unavailable, conflict due to 11.03c or 11.03d), the Board must appoint and approve a replacement to temporarily sit on this committee. For time sensitive situations, the Executive may appoint a replacement but must do so in an open and transparent manner with the Board.
- f) The committee shall communicate with the parties involved in the matter within 48 hours after it has been reported, and issue a ruling within 24 hours thereafter.
- g) No committee member shall participate at more than one level of any protest, disciplinary hearing, appeal or review.
- h) The membership of this committee must be reviewed and approved annually.

11.04 Game Discipline (disqualification/ejection/suspension from game)

- a) Any disqualifications from a game will result in an automatic suspension of the player or team official for the next scheduled game (byes not included).
- b) When a coach is ejected or suspended, he/she must leave the field immediately. He/she can be in the clubhouse if available or he/she must leave the property and not interfere with the game.
- c) When a player is ejected or suspended, she must leave the field and bench area immediately. She must remove her helmet and shoulder pads. The player can remain in the stands provided she behaves in a respectable manner.
- d) It is the responsibility of the offending team to ensure the coach and/or player complies with these rules. If they do not, the referee will call the game and the team in violation will forfeit the game.

11.05 Acting in Manner Detrimental to WWCFL

The WWCFL reserves the right to discipline any player, team representative or team official who comments or acts in a manner detrimental to its operation or reputation of the league such as, publicly denouncing the league, making derogatory public comments (including social media) about the league, teams or officials. Such measures may include, but are not limited to, reprimand, suspension, or disqualification of any player, team, league or team official and/or forfeiture of game(s).

12.0 Team Representative Responsibilities

All individuals associated with a team are considered as "team representatives". This includes but is not limited to: head coach, assistant coach(es), manager(s), and team staff.

12.01 Registration of Team Representatives

All team representatives including coaches, trainers, managers and team staff must be registered with their team and identified on each team roster and game sheet. Anyone not so registered or identified, may serve as a volunteer assistant at practices, but may not take an active role or be present in the player's bench area during a game.

12.02 Code of Ethics

All team staff will adhere to the Football Canada and National Coaching Certification Program (NCCP) Code of Ethics.

12.03 Coaching Certification

- a) As of the 2013 season, it is the responsibility of the team that each coach should have or pursue appropriate NCCP certification as per their provincial requirements.
- b) Each coach within the WWCFL must pursue their "Intro to Competition" certification within their second year of coaching in the WWCFL.

12.04 Submission of NCCP Registration Numbers

All coaches (or a team representative on their behalf) are responsible for submitting NCCP registration numbers with their registration forms to the WWCFL.

12.05 Responsibilities

The responsibilities of the team staff shall be those consistent with such positions and shall include, but not be limited to:

- a) Prepare team rosters and game sheets as required;
- b) Participate in the education programs of the WWCFL;
- c) Conduct themselves and those under their supervision in a controlled and orderly manner during all WWCFL activities;

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- d) Familiarize themselves with the Constitution and By-Laws (Operating Regulations) of the WWCFL, and for instructing their players concerning player conduct, playing rules, penalty regulations, league philosophy and any other information related to the WWCFL and its programs;
- e) Serve as a positive role model by demonstrating respect for officials, opponents, players, spectators and the principles of sportsmanship and fair play.

12.06 Game Film

A team representative must make sure that game film is uploaded within 48 hours after the game is completed. If this is not done by the required time, a fine of \$100 may be applied for each infraction.

12.07 Minimum Age for Game Day Individuals

The minimum age for game day sidelines/player-bench area individuals (such as water people, photographers, stick crew) is 10 years old.

13.0 Referees and Timekeeper

13.01 Scheduling Referees, Timekeepers, and Stick Crews

The designated home team is responsible for scheduling and paying the referees, timekeepers and stick crews for all of their home games. The home team is also responsible for providing the referees/timekeepers with the game sheet and amended WWCFL rules prior to the commencement of the game.

13.02 Responsibilities

The referees and timekeepers must do the following:

- a) Follow the official Rule Book adopted by the WWCFL, which is the Canadian Amateur Football Rules of the Canadian Amateur Football Association (CAFA) along with the amendments set forth in these WWCFL By-Laws.
- b) Record names of all referees and put their numbers on the game sheet.
- c) The head referee shall give the game sheets to the home team's head coach/manager/team representative at the end of the game.

13.03 Sideline Crew

The designated home team shall provide three (3) competent individuals to act as the sideline crew to take direction from the game officials. Failure to do so shall result in the application of a delay of game penalty.

13.04 On-Field Officials

Games must be scheduled with a minimum of 5 on-field officials and 1 timekeeper. In the event that an on-field official cancels, a game cannot proceed without a minimum of 4 on-field officials.

14.0 Equipment

14.01 Team Staff Responsibilities

Team staff is responsible to ensure that every player is fully equipped, properly fitted and instructed in the safe use of all required equipment.

14.02 Lower Body Pads

All players must have all 7 lower body pads in at all times for all league sanctioned events. This includes a tail pad, 2 hip pads, 2 thigh pads and 2 knee pads.

14.03 Altering Equipment

- a) Equipment is not allowed to be altered in any way that may cause injury to another person.
- b) Violation of this rule will result in the immediate disqualification of that player from the game in which the violation occurred and at least the next scheduled game.
- c) The WWCFL may review any violation of this rule and the suspension could be increased.

14.04 Footwear

All players must wear appropriate footwear in accordance with the footwear guidelines outlined in the current Canadian Amateur Rule Book for Tackle Football.

14.05 Mouthguards

All players must wear an appropriate mouthguard in accordance with the mouthguard guidelines outlined in the current Canadian Amateur Rule Book for Tackle Football.

14.06 Visors

All visors must be clear, not tinted. No medical exceptions are allowed as per the guidelines in the current Canadian Amateur Rule Book for Tackle Football.

14.07 Game ball

All teams in the WWCFL shall have a Canadian youth-sized game ball in like-new condition and inflated to manufacturer's specifications. The suitability of the ball is based on the referee's discretion. Violation will result in a delay of game penalty.

14.08 Ball Substitution

- a) Each team can use their own ball, be it a leather or composite ball, and the game shall be completed with the same type of ball. The game ball type used by each team for their first play of the game may not be switched from leather to composite or vice versa during the course of the game.

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- b) Either team, while on offense, may substitute their own dry football as long as:
 - i. The play has been whistled dead;
 - ii. The game is delayed in no way; and
 - iii. The substitution football(s) adhere(s) to the game ball specifications as in By-law 14.07.

14.09 Uniform Colours

- a) Existing teams must have any new team uniform colours approved by the Board before they are ordered.
- b) All new team uniform colours must be approved by the Board before they are ordered.

15.0 Special Rules

15.01 Electronic Devices Prohibited

Sideline use of any electronic device to communicate with a player participating in a game is strictly prohibited. This can include but is not limited to devices such as:

- a) 2-way radios, cellular phones, in-helmet radios.
- b) Any coach or player found in violation of this rule will be ejected from the game and will be suspended for at least the next scheduled game (excluding byes). Further disciplinary action may be imposed at the will of the WWCFL.

15.02 Hearing Devices

Only medically prescribed hearing devices (i.e. hearing aids) may be allowed if medical certification is provided for approval by the WWCFL or WWCFL official.

15.03 Non-Smoking Areas

Team bench and sidelines are designated a non-smoking area during all WWCFL games.

All team representatives should review and submit comments for rules that may be different in their provinces from the Canadian Amateur Rule Book for Tackle Football.