

CONSTITUTION OF THE NORTHERN FOOTBALL CONFERENCE

as ratified January 1998 and amended January 2023

Shaded areas indicate changes approved at AGM in January 2023

Bolding of key words, text box notes & headings form no part of the formal wording of the Constitution but are deemed to be inserted for convenience of reference only.

ARTICLE I Name and Affiliations

- a) The organization shall be known as the “Northern Football Conference”, hereinafter referred to as the “Conference”.
- b) The Conference will affiliate itself with other organizations, as decided by the Executive, for the benefit of football in Ontario and the Conference.

ARTICLE II Aims and Objectives

- a) To provide an opportunity to play the game of football beyond the secondary school level.
- b) To establish and maintain conditions conducive to the safety and the enjoyment of the participants.
- c) To enhance the caliber of the game of football by encouraging the upgrading of players, coaches, officials, trainers and administrators.
- d) To provide an opportunity for the achievement of high standards of moral development and citizenship through participation in amateur football.
- e) To provide a route to high caliber football for those who desire it.
- f) To obtain sufficient funds and resources for the successful operation of the Conference and fulfillment of these objectives.
- g) To enhance the image of amateur football and the Conference

ARTICLE III General Powers

- a) This Conference shall have the power to obtain, invest and retain funds advancing the objectives stated in Article II and in accordance with this Constitution and By-Laws and the laws and regulations of the Province of Ontario and Canada. The President and the Treasurer are authorized to sign cheques in the name of the Conference. Each cheque shall require two signatures.
- b) This Conference shall have the power to do any lawful acts, or things, reasonably necessary or desirable for carrying out the objectives as stated in Article II and for protecting the lawful rights and interests of it’s members and participants in connection therewith. The President and the Treasurer are authorized to execute contracts and other legal documentation in the operation of the Conference.
- c) This Conference shall have the power to form a Committee(s) to act, investigate or fulfill any or all objectives stated in Article II.
- d) The fiscal year shall be the calendar year.

ARTICLE IV Membership

- a) Membership in the Conference is open to football clubs willing to abide by and support the Aims and Objectives of the Conference.
- b) The eligible members of this Conference shall be the football clubs, which have been formally admitted and are in good standing in accordance with the Constitution and By-Laws of this Conference. To be in good standing, the Member Club must have met all obligations to the Conference, including financial, by the date of the Annual Meeting.
- c) Each Member Club shall have one vote per representative to a maximum of two votes at all Conference Meetings.
- d) **New members** may be formally admitted at the Annual or General Meetings. New Member Clubs must meet Membership criteria as established by the Conference. In voting for the approval of the entry of a new club, the approval of admission must be passed by a **two-thirds majority** of the Member Clubs and Executive present, providing there is a quorum.

- e) No **transfer of Membership** (status of being a Member Club) shall be deemed to have occurred unless a written notice provided by the current signing authorities (as identified per By-Law 2 c), applying to the Conference for approval to transfer the Membership and that such transfer has been approved by a two-thirds majority of the Member Clubs and Executive present, providing there is quorum at a General Meeting.
- f) A Member **Club wishing to relocate** the club to a location outside its current municipal boundaries may request approval from the league to do so. Such request shall provide details of the new location and proposed playing facilities. League approval of the relocation shall be passed by a two-thirds majority of the Member Clubs and Executive present at a General Meeting, providing there is a quorum.

ARTICLE V Executive

- a) The Executive of the Conference shall consist of the following members:

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|-------------------|--------------|
| 1. President | 4. Treasurer |
| 2. Vice President | 5. Registrar |
| 3. Secretary | |

All of the Executive shall be elected at the Annual Meeting of the Conference. These officers shall be elected by majority vote.

- b) The Members of the Executive shall each have one vote in all Conference Meetings. The Members of the Executive and their respective duties shall be, but are not limited to:

c) **President**

- i) The President shall provide leadership in the development of the Conference;
- ii) the President shall call all Conference Meetings and preside as Chair;
- iii) the President, with the approval of the Executive, may strike any Committee(s) as per Article III, Paragraph C and shall be ex-officio, a member of all Committees with the exception of the Nominating Committee. The President shall also appoint the Chairman for the Committee(s);
- iv) the President shall **appoint** a Referee in Chief, Statistician, Affiliation Delegate, Director of Media Relations and Director of Marketing to assist in the day-to-day operation of the Conference;
- v) the President shall cast the **deciding vote** on all questions in Conference Meetings where there is equal division;
- vi) the President, or his designate, shall strike a **Discipline Committee** prior to one month before the first game of the season consisting of no less than three people and no more than five people associated with the Conference. The President, or his designate shall chair the Discipline Committee.

d) **Vice President**

- i) in the case of the death, resignation or permanent disability of the President, the Vice President shall assume all the responsibilities of the President;
- ii) the Vice President shall perform other duties as may be required under the Constitution of the Conference as directed by the President;
- iii) the Vice President shall be responsible for the **Conference Trophies** while they are in the possession of the Conference;
- iv) the Vice President shall assume the role & carry out the responsibilities of the Marketing Director or Director of Media Relations and assemble a committee if required to carry out league marketing or media relations activities.
- v) the Vice President shall inform the President of all actions undertake on behalf of the Conference.

(e) **Secretary**

- i) the Secretary shall, upon the direction of the President, provide written **notice of Annual Meetings and General Meetings** to the Executive and Member Clubs at least thirty (30) days prior to the meeting date;
- ii) the Secretary shall, upon the direction of the President, provide notice, in the most expedient manner, of Special Meetings to the Executive and Member Clubs in as much advance of the meeting as is possible given the circumstances requiring the Meeting to be called;
- iii) the Secretary shall keep the **minutes** of all Conference Meetings and shall provide copies of same to all Executive and Member Clubs within fifteen (15) days of completion of such Meetings;
- iv) the Secretary shall receive and retain copies of the Minutes of all Committee(s) or Executive Meetings held;
- v) the Secretary shall receive and retain copies of all Player and Volunteer Certificates filed with the Conference Registrar;
- vi) the Secretary shall receive and retain copies of all Statistical forms and Official Score sheets filed with the Conference Statistician and Statistical Reports produced by the Conference Statistician;
- vii) the Secretary shall inform the President of all actions taken on behalf of the Conference.

(f) **Treasurer**

- i) the Treasurer will generally handle the financial affairs of the Conference;
- ii) in doing so, the Treasurer shall receive all moneys in the form of Membership dues, Fines, Performance Bonds and other fees and assessments paid to the Conference and immediately make record of the same in books kept for that purpose;
- iii) the Treasurer shall also submit payments on behalf of the Conference for expenses incurred and immediately make record of the same in books kept for that purpose;
- iv) the Treasurer shall report to the Executive the financial standing of the Conference whenever requested to do so;
- v) the Treasurer shall make **full financial reports** at Conference Meetings;
- vi) the Treasurer shall inform the President of all actions taken on behalf of the Conference.

(g) **Registrar**

- i) the Registrar will register all personnel affiliated with the Member Clubs of the Conference as per the Constitution and By-Laws;
- ii) the Registrar will register all personnel with our insurance carrier according to their criteria;
- iii) the Registrar will keep records of all registrations;
- iv) the Registrar will work with the Treasurer to keep personnel payments current;
- v) the Registrar will collect and submit all required paper work that is required by the League's insurance carrier.

ARTICLE VI

Presidential Appointments

a) The President shall make appointments to the following positions:

- i) Referee in Chief
- ii) Statistician
- iii) Affiliation Delegate
- iv) Director of Media Relations
- v) Director of Marketing

The President shall also appoint the Chairman for all Conference Committees that are duly formed.

b) The Appointees shall not have a vote in Conference Meetings. The Appointees and their respective duties shall be as follows:

i) Referee in Chief

- a) the Referee in Chief shall receive the Conference schedule and assign field officials for all games;
- b) the Referee in Chief will recruit, train and retain officials to work in Conference games;
- c) the Referee in Chief will receive a copy of Official Score sheets and submit incident reports to the Discipline Committee that describe occurrences in games that may require further disciplinary action to one or more participants in a game in accordance with this Constitution and By-laws.

ii) Statistician

- a) The Statistician shall receive the Game Statistic Sheets and Score sheets from each game played during the Conference schedule and compile statistics as per the Constitution and By-Laws;
- b) The Statistician will create weekly statistical reports and a complete year end statistical report;
- c) The Statistician will distribute the Statistical reports to the Executive, Member Clubs and Media on a regular basis;
- d) The Statistician will deliver up the Game Statistic Sheets and Score sheets to the Secretary at the conclusion of each season;
- e) The Statistician will assist with the creation of a Record Booklet or other such publications as may be produced by the Conference.
- f) The Statistician shall issue a notice to all clubs of fines levied related to reporting requirements prior to the Thursday following the date of infraction.

iii) Affiliation Delegate

- a) The Affiliation Delegate will attend the meetings of organizations with which the Conference is affiliated and represent the Conference.
- b) The Affiliation Delegate will report the outcomes of any meetings attended to the President of the Conference immediately and to the Conference at the next Conference Meeting.

iv) Director of Media Relations

- a) The Director of Media Relations will ensure that the national, provincial, regional and local media are kept regularly informed of league news, game results, statistics, awards, etc...

- b) The Director of Media Relations will co-ordinate and be responsible for all league press releases, announcements, Players of the Week Selections and will monitor the NFC Website to ensure that it is kept up to date and contains accurate and timely information concerning the Conference.
- c) The Director of Media Relations shall whenever possible distribute news stories concerning the Conference, league teams, coaches, players and volunteers in an effort to raise the profile of the Conference in the media.
- d) The Director of Media Relations will work in conjunction with the Director of Marketing and Conference Executive in order to improve the image of the Conference and to increase the profile of the Conference throughout the country.

v) Director of Marketing

- a) The Director of Marketing will act as the Chair of the Conference's Marketing Committee.
- b) The Director of Marketing, in conjunction with the Marketing Committee, will undertake initiatives designed to develop advertising partnerships for the Conference and its member clubs. Further, to seek out promotional opportunities in order to improve the image of the Conference, to raise the profile of the Conference and to generate advertising revenues.
- c) The Director of Marketing will work in conjunction with the Director of Media Relations and the Conference Executive in order to accomplish these goals.

vi) Committee Chair(s)

- a) The Committee Chair(s) shall assume the responsibility and have the authority to carry out requirements of their assignment.
- b) The Committee Chair(s) shall report directly to the President of the Conference or the Member of the Executive to whom the assignment pertains.
- c) Appointees shall inform the President of all actions undertaken on behalf of the Conference.

ARTICLE VII Conference Meetings

- a) There shall be at least two meetings held each year. The Conference Meetings shall be called by the President who will then preside as Chair of these meetings. There shall be an “**Annual Meeting**” held in January prior to the playing season, which should focus on actions and policies for the upcoming season.

There shall be a “**General Meeting**” held in September, October or November following the playing season and should focus on reports and reflections from the completed season and provide recommendations for the next season. The dates of the two scheduled meetings may be adjusted at the discretion of the President or, by a two-thirds majority vote of the Member Clubs.

- b) There may also be “**Special Meetings**” called at the discretion of the President, or, on the written request of the representatives of a majority of the Member Clubs. The Chairman of these meetings will be appointed at the beginning of the deliberations.

- c) **Notice of the Annual and General Meetings** shall be sent, in writing, to all executive and eligible Member Clubs at least thirty (30) days in advance of the meeting. **Notice of Special Meetings** shall be sent, in the most expedient manner to all Executive and eligible Member Clubs as much in advance of the meeting as possible given the circumstances requiring the Meeting to be called.
- d) Conference Meetings shall consist of all members of the Executive and two representatives from each Member Club. A **quorum** for the carrying on of a Conference Meeting will consist of a representative from two-thirds of the Membership in good standing and one-half of the Executives being present at the meeting.
- e) Each member of the Executive present shall have one **vote** and each Member Club shall have one vote per representative present to a maximum of two votes. Each Member Club shall declare their **voting delegates** at the beginning of each meeting. Only voting delegates, club signing authorities or members of the executive may **move or second** Constitutional / By-law amendment or addition **proposals**, or any other questions to be voted on at Conference Meetings.
- f) Other members from Member Clubs, or other interested parties, may attend meetings as **observers** but may not discuss any question without permission of the President. Such observers may not vote on any question.
- g) All **questions at a Conference Meeting** shall be decided by a majority vote except the admission to the Conference of new clubs and amendments to the Constitution and By-laws. The President shall cast the deciding vote on all questions where there is equal division.

Voting
Rights at
Meetings

Votes shall normally be taken by a show of hands and recorded in the minutes as carried or defeated. Should a member request the vote to be recorded the President shall ask the Secretary to record in the minutes what members voted in favor of the said motion. If the mover or the seconder of a motion requests a vote to be by secret ballot, the Secretary shall act as scrutineer and issue ballots to all voting members to vote on the motion tabled.

- h) **Minutes of Conference Meetings** will be kept by the Secretary of the Conference and distributed to the Executive and Member Clubs within fifteen (15) days of the completion of such meetings.

ARTICLE VIII Amendments to Constitution and By-Laws

- a) Proposals to amend the Constitution, amend By-Laws or institute new By-Laws shall be submitted in writing to the Secretary forty-five (45) days prior to an Annual or General Meeting and distributed by the Secretary to the Executive and Member Clubs with the notice of said Meeting.
- b) Amendments to the Constitution or By-Laws, or the instituting of new By-Laws shall require acceptance by **two-thirds majority** of the Executive and Member Clubs present, providing there is a quorum present.

Deadlines
to submit
proposals

BY-LAWS OF THE NORTHERN FOOTBALL CONFERENCE

Members in Good Standing

By-Law 1 Members **in good standing** are those Member Clubs who have complied with Conference aims and objectives, By-Laws, rules and regulations and who have met all obligations to the Conference, financial included, by the deadlines set at the Annual Meeting or as set out in this Constitution and its By-laws.

By-Law 2 In order to continue as Member in Good Standing a **Member Club shall:**

- a) Have representation at all Conference General and Annual Meetings. Failing to have representation at 2 meetings in a row shall attract a \$500 surcharge to that Member Club's most recent league fee payable. That Member Club shall not be deemed in good standing until such surcharge is paid.
- b) Provide the Conference Secretary with the name, address and contact numbers of the Club's Signing Authorities described in By-Law 2 (C) and the Head Coach.
- c) Teams are permitted a maximum of two **(2) signing authorities** for the current season. These persons must be identified at the Annual General Meeting per By-Law 2 b). Should there be a change in either of these signatories, the Secretary and/or Registrar must be notified in writing as to the change with the effective date it is to take effect from. Only the identified signing authorities may sign players, release players and represent the Member Club to the League.

All duly identified signing authorities per By-Law 2b must complete the current approved League Volunteer/Player Certificate and League Insurance Waiver and have them submitted to the League Registrar in order for any documents that they sign for their Member Club to be considered as valid.

League fee payment requirements and consequences of non-payment

- d) **League fees, due** in installments, shall be delivered to the Treasurer in certified funds as prescribed by resolution at the Annual General Meeting in order to maintain its right to participate in current season League play. Should the resolution not be complied with, the Club may be withdrawn from participation in one or more League sanctioned games of the current season.

Withdrawal from League play shall incur forfeiture of the Club's bond to the League. Applicable expenses incurred by the League related to their prior participation in the current season, including League fees, plaque assessments, officiating fees and registration fees would be credited to the submitted amounts to date and bond monies. Once this amount is exhausted, the deadlines established at the Annual General Meeting or listed currently in these Constitution / By-laws would take effect.

Statements of Member Clubs' accounts would be provided at the end of June and end of July of the current year, with Member Clubs expected to pay any outstanding balances when notices of monies owing are issued. Should there be a credit balance, this may be carried to the following season or a refund issued.

- e) Member clubs wishing to take a "**leave of absence**", must notify the League President in writing no later than May 1 of the current season. Failure to make such request by the stated deadline will result in the forfeiture of any Bonds held by the Conference. A Member Club that is on a leave of absence is not considered in good standing unless all fees, other than officials' panel fees or player insurance registrations, to a maximum of \$1,000, are paid in full at the time of the request for such leave.

Player Eligibility

By- Law 3 Eligibility to participate in the Conference is open to all Canadian citizens. The following rules also apply when determining eligibility to participate in the Conference:

- a) It shall be a condition of eligibility for all **Canadian citizens** players to submit to the Member Club that they are signing with, a true photocopy of Proof of Canadian Citizenship status and government issued photo Identification that are currently valid and not expired or revoked. Appendix 1 lists the acceptable documents.
- b) It shall be a condition of eligibility for all **Landed Immigrant or Permanent Resident** Players to submit to the Member Club they are signing with, a readable photocopy of their valid Immigrant Visa and Record of Landing – Form IMM 1000 or photo residence card and a government issued photo identification, such as a driver’s license.

Players shall not be eligible to play in any Conference game taking place beyond the expiry date (valid until date) of the Form IMM 1000.

- c) Any **non-Canadian citizens visiting Canada** for work or school purposes wishing to participate in the Conference, must apply to the Conference Executive through the League Secretary. To be considered for permission to participate in the Conference, the player must submit to the League Secretary, a readable photocopy of their Student or Employment Authorization – From IMM 1442 (or photo residence card) and Government issued photo identification.

In Canada for 1 year before playing and must re-apply each year

It is further emphasized that the player is only eligible to play between the start date of the Authorization and its expiry date. The League Secretary shall issue a written permission to participate in the Conference, which shall have an expiration date of December 31st of the year in which the player is applying to participate. This requires all such players to re-apply each year they wish to participate in the Conference.

All non-Canadian citizens visiting Canada are not eligible to participate in the Conference unless they have been issued a valid written permission to participate by the Conference. In the event that an Authorization is revoked by Immigration Canada or any other Canadian government entity, the player shall be deemed ineligible from the date of revocation.

- d) It shall be the Member Club’s **responsibility to submit readable copies** of all identification documents listed above in a) and b). It is in a Member Club’s best interests to ensure that they have a record of all information that is submitted to the League along with appropriate receipts of submission.
- e) Any person currently under contract to play professionally is not eligible to participate in the Conference. A player, who had been under contract with a professional team may participate in the Conference if they participated in the Conference in the previous year, or, if they had registered in the Conference during the current year and played at least one scheduled game prior to eighth game of the current year.
- f) Any person who had been deemed ineligible but subsequently meets the Conference’s criteria will become eligible as long as they meet the submission deadlines as listed in By-Law 4 e, f & g.

By-Law 4 An **Eligible player is** who has been registered and whose name has been duly placed on the Club’s Roster by the Registrar and is currently not under suspension or expulsion by the Conference. Subsections a) to g) of this By-Law describe the requirements for registration.

Document requirements for registration

- a) a Player must complete a Conference Player Certificate and Insurance Forms approved by the Conference at a Conference Meeting and submit identification documents as prescribed in By-Law 3 a), b) or c).

- b) a Player Certificate and Conference approved Insurance Forms must be legibly completed, fully answered and/or filled out and signed by the player using their legal name as shown on their submitted identification documents.

The signing player is required to provide complete and accurate information on these forms. Any player found to have knowingly **provided false or misleading information** or not disclosing previous NFC participation or registration information shall be subject to the loss of playing privileges as outlined in Appendix 2.

- c) The Player Certificate must be **signed by** an approved Club Official as identified per By-Law 2 c).
- d) For players who are seeking and/or awaiting a **release from a previous club** (per By-law 6), their Player Certificate shall not be considered valid until such time the release portion of the Certificate is signed by the outgoing club.
- e) The information as noted above in sentence a) and d), must be submitted a minimum of five (5) days prior to the first game in which a player is to play. Exceptions to this are at the commencement of the season, in which case the deadline is ten (10) days prior to the first game in which the player is to play; and with eight (8) days being the deadline for the remittance of any associated league fee payment.

Registration Deadlines

- f) The accepted **methods for submission** of any and all information shall be via courier, Express Post mail, hand delivery facsimile or electronic means only to the fax number or electronic address provided for such by the Conference. Any submission format that distorts the document so as to make it illegible will cause it to be unacceptable. If submitting by fax or electronic mail, the member club must retain all originals. Such originals shall be delivered to the league if requested for review or if no copies are legible.

- g) Submission of any information as duly prescribed in sentence a) above, may only be made to the League Registrar. Upon notification from the Executive, this may be changed should extraordinary circumstances dictate. The Registrar or appropriate designate are the only League officials who are permitted to submit registration documents and/or information to the League's insurance carrier.

Submission to Registrar

- h) All Member Clubs must advise the Registrar of their pre-season football activities, including camps, tryouts and/or training camp schedules and estimated number of participants at least a week prior to it taking place.

Insurance for Pre-Season

Failure to comply with this section may result in the activity being deemed as unsanctioned by the Conference and thus be without the protection of the league's insurance coverage.

- i) The Conference requires the Head Coach and signing authorities of the member clubs to read, fill out and sign a Conference Volunteer Certificate Insurance Waiver Form, as approved at a Conference Meeting and must be submitted prior to the first game in which their club is to play.

Insurance for Non-players

For the inherent physical nature of the game of football, it is strongly advised that all coaches, therapists, team executives and volunteers taking part in on field football activities are registered with the Northern Football Conference by filling out, reading and signing the two aforementioned forms.

- j) The Registrar must place a player on a Club's active roster when all completed information has been received and approved.

Roster Size

By-Law 5 There is no maximum limit to the number of players that Member Clubs may register with the Conference. The Member Clubs shall be responsible for remitting \$30 per player for every player beyond 60 as budgeted for. The Member Clubs are responsible for forwarding the Player Fees to the Conference.

Player Transfers to other Club

By-Law 6

a) All NFC players are 'automatically released' from their last Member Club on December 31st of the season they last played and are free to sign and transfer to any Member club for the next season or any other future season not withstanding debts owed or equipment owed as per by-law 6 b) and 6 c).

All players released

b) All NFC Member clubs are required to provide a list to the NFC Registrar of all current Players who owe their team money or equipment by the AGM of the current season each year showing a maximum of 15 players. The maximum indebtedness of fees that will be recognized by the Registrar will be \$400 and there will be no limit to the indebtedness value of equipment or other non-fee related indebtedness. Member clubs are responsible to actively collect player fee arrears

Teams submit list of players owing debt

The list MUST be accompanied with documentation to prove the existence of an outstanding debt. The NFC Registrar shall accept only a record of the debt signed or initialed by the player as proof of player indebtedness. It shall be the Member Club's responsibility to obtain the player's signature on a document confirming the indebtedness.

c) The NFC Registrar and Conference shall keep a running "Master List" of all players who are NOT Eligible for Release. That list shall be updated by the NFC Conference AGM each and every year. A player's name can only remain on the list for 24 months from date of submission. Teams must take due diligence in collecting the debt during that period of time.

Registrar's list of players not eligible for release

d) During the pre-season – a Player having signed with a Member Club and that Member Club has submitted a completed Player Certificate and Conference Insurance Waiver Form to the NFC Registrar is not eligible to sign with another Member Club unless first obtaining a release through the NFC Registrar from the current Member Club and pay all the releasing club's regular player fees plus a pre-season transfer fee payable to the Member Club they are seeking a release from.

Need for release in Pre-Season

e) Release during the pre-season—if a Player after signing with a Member club wishes to transfer to another Member Club, that Player must apply to the NFC Registrar for release. The NFC Registrar shall contact the current Member Club and ask for proof of indebtedness - if no proof of indebtedness is provided to the NFC Registrar within 72hrs, once all team fees are paid plus the pre-season transfer fee paid, then that Player shall be released and the transfer allowed.

Pre-Season release procedure

f) In-Season transfers – It shall be the Member Club's absolute right to withhold a Player Release unconditionally and without reason for the current year, after week one kickoff whether or not the player has participated in any practice or game with the Member Club they signed with. There shall be no appeal process for a release after week 1 kickoff. The Member club retains the sole decision making power in granting or refusing a release in this situation.

In-Season transfers

Appeals Procedure

g) Appeals – A player who has been refused an ‘automatic release’ or ‘pre-season release’ may appeal to the NFC Registrar for release. The appeal is subject to a fee of \$100 which would be refunded if the appeal is successful. IF the appeal is unsuccessful, the fee stays with the NFC. In the case of a player appeal, the Player MUST show proof that the debt has been satisfied either by receipt or documentation showing the retirement of the debt or obligation. The NFC Registrar shall only accept a receipt or documents signed, or initialed by a Club Official as proof of retirement of the debt or obligation to the Member Club.

Registrar’s execution of releases

h) The NFC Registrar may substitute a Club Officials signature with his own IF the Member Club official has notified the NFC Registrar of their permission and consent to the release of the player for any reason, that being the indebtedness has been paid, satisfied or forgiven. This notification MUST be provided and recorded in writing either on paper bearing the Club Official’s signature or electronically via e-mail, text message or some other recordable electronic format.

Players Ejected from Game

By-Law 7 Any Player who is ejected from a game by the Referee, for any offence, is subject to the following rules governing suspensions:

- a) Suspension for the remainder of the game and the next scheduled League game, with no right of appeal.
- b) When a player is ejected for a serious offence, as **listed in Appendix 2** of these By-laws, the Chairperson of the Discipline Committee may apply the prescribed penalty in the manner prescribed by Appendix 2 without invoking the activities of the Discipline Committee as described in By-law 34.
- c) When a player is ejected for a serious offence **not listed in Appendix 2** and upon receiving a written request by the Referee-in-Chief, the Chairperson of the Discipline Committee shall invoke the activities prescribed by By-law 34 to determine whether further penalties are warranted and determine what penalties shall be imposed.
- d) In the case of a player being **ejected** from a game **for a second time** in the same year, his privilege to play in the Conference shall be revoked for the next 4 scheduled League games, including playoffs, or the remainder of the current year, whichever is longest.

Right to appeal suspensions except as issued per By-law 7 a)

In all cases of game suspensions, or expulsions from participating in the Conference, a player may appeal the decision, through their Member Club, to the Secretary of the Conference within twenty-four 24 hours following the decision to suspend or expel has been rendered. The appeal is subject to a fee of \$100. The player may continue to play until the Executive, or an Appeal Committee, if duly formed, has heard the appeal. All appeals shall be heard as expeditiously as possible and the decision of the Executive, or Appeal Committee, shall be final.

e) Any player or coach who is required to serve a carry over suspension, that is one that requires additional games to be served in a following season, will only be considered as serving the game(s) if he is duly registered for the said game(s) per By-Law 4 d, e, f and g.”

Player Signing Deadline & Playoff Eligibility

By-Law 8

- a) The deadline for signing new players shall be as of the beginning of the game being the 2/3 point of the season. At that time, the Registrar shall publish and distribute copies of the then current rosters to all Member Clubs.

The 2/3-point of the season shall be determined as follows:

6 game schedule – midnight of the Sunday of the week of game 4

8 game schedule – midnight of the Sunday of the week of game 6

10 game schedule – midnight of the Sunday of the week of game 8

for any other schedule length, the 2/3-point shall be determined at the Annual General Meeting.

- b) To be eligible to participate in the Conference playoffs, a player's name shall have appeared on an Official Score sheet of the team, which the Player is registered and actually be dressed and participate, in **at least one regularly scheduled game**. The Registrar shall provide playoff eligible rosters of all playoff teams to those teams participating in the playoffs by the Monday of the week of the first playoff game.

Playoff
Eligibility

Participation in Game – Defined & Completing Score Sheet Roster

By-Law 9

- a) Participation in a game is defined as an Eligible Player's name included on the Official Score sheet of a Member team. Only those Players in actual attendance may be listed on the Score sheet.

- b) The Home team shall fill in their roster first, followed by the visiting team. The rosters shall be in numerical order. The Score sheet shall show the surname and one first name for each player.

- c) Both Clubs must have their Head Coach check the rosters and sign the Official Score sheet indicating accuracy. A Player whose name does not appear on the Score sheet, but plays, shall be deemed INELIGIBLE.

If name not
on Score
Sheet then
Not Eligible

A Player who is listed, but is not in attendance, shall have their name removed from the Score sheet. All rules respecting the playing of ineligible players shall apply.

Playing Game with Ineligible Player(s)

- By-Law 10** A Club participating in a game with an ineligible player shall forfeit the game and any previous game in which the ineligible player participated. The game(s) will be awarded to the non-forfeiting team.

Wins and Losses, so awarded, will be indicated in the standings by an asterisk. Complete game statistics, including the final score, shall stand, except for the ineligible players' personal statistics.

Schedule of Games

By-Law 11

- a) A Schedule of games shall be set by the Executive and Member Clubs at a Conference Meeting. The schedule shall begin after the Victoria Day weekend in May and shall be completed before the Labour Day weekend in September. The schedule shall be released at the Annual General Meeting and will be in a "date of game", the "visiting team" @ the "home team" format. No later than April 1st of each year the schedule shall be released showing game sites and kick-of times.

Schedule
Release

Change to
Schedule

- b) A Club requesting a change in date, time or site must apply in writing to the Conference Secretary no less than 14 days before the scheduled game. The applicant Club must advise and obtain confirmation from the other Club that they are able to play the game per the amended schedule, prior to making the application. Such confirmation must accompany the application for schedule change, indicating the signing authority providing such confirmation. Any application received without such confirmation shall be referred to the Secretary (or appropriate designate) for decision.

Secretary
Approval

- c) If the Conference Secretary (or appropriate designate) approves the change, a notice of same shall be sent to both Clubs involved and the Referee-in-Chief no less than 7 days prior to the scheduled game and to the rest of the Executive and Member Clubs, by the Conference Secretary.

Penalty

- d) If forces outside the control of the home Club causes their primary home field to be unavailable for play, the Club shall be held to play the game as scheduled at their back-up park disclosed at the Annual Meeting. Unless extenuating circumstances beyond the control of the Club or its players are shown to exist, a Member Club not abiding by the conditions set out in this By-law, shall be held to playing the game as previously scheduled or default the game and be subject to the provisions of By-law 21.

League Standings

By-Law 12 League Standings will be based on two points for a win, one point for a tie or overtime loss and zero points for a loss. The tie breaking formula for league standings shall be as follows:

- a) The team(s) with the higher win percentage between the tied teams shall occupy the higher position(s) in the standings.
- b) Where all the tied teams have played each other, the team having won the most games between the tied teams shall occupy the higher position in the standings.
- c) Where the teams are still tied, the team with the fewest points allowed overall shall occupy the higher position in the standings.
- d) point differential, being points scored less points allowed with the team having the greatest differential securing the higher position;
- e) greatest points scored, with the team having the most points scored securing the higher position;
- f) a team that has defaulted a game shall be moved to the lowest position in any tie breaking situation, regardless of the head to head results.

Playoffs

By- Law 13 Playoffs may be held for participation in the Conference Championship game. Teams participating in the playoffs, playoff dates, game times and game sites shall be decided by the Executive and Member Clubs in conjunction with information provided from team declarations and based on circumstances such as facility availability.

Statistics and Score Sheets

By-Law 14

- a) Official Conference **Score sheets** are to be used in all scheduled games. Score sheets for each game must show the signature of the Referee. After the game, copies of the Score sheet shall be distributed and the original returned to the Conference Statistician and League Registrar via fax by noon of the day following the game. The original is to be mailed after the faxing.

- b) It shall be the responsibility of the home team to communicate the game result to the Statistician no later than 11:00 p.m. the day of the game. This may be done by phone, fax or electronic mail.
- c) Failure to abide by this By-law will result in a \$50 fine for the first offence, \$100 for a second offence and \$200 for the third and any subsequent offence. When the score sheet is not received within five (5) days of the playing of the game, the maximum fine (\$200) shall be imposed regardless of which offence it is.

By-Law 15 Official **Statistic Sheets** are to be used in all scheduled games. Statistic Sheets for each game must be completed in full and legible. Statistic Sheets must be distributed after the game and the originals returned to the Conference Statistician and League Registrar via fax by 1 pm of the day following the game. The original is to be mailed after the faxing.

Failure to abide by this By-law will result in a \$50 fine for the first offence, \$100 for a second offence and \$200 for the third and any subsequent offence. When the statistics sheets are not received within five (5) of the playing of the game, the maximum fine (\$200) shall be imposed regardless of which offence it is. In cases where statistics sheet(s) (1 or all 4) were not completed or not made available to the NFC for a given game, the Club shall be levied a fine of \$500 for that failure.

Rules of Games

By-Law 16 The playing rules of the Conference shall be those rules contained in the current edition of the Canadian Rule Book for Amateur Football with the following exceptions:

- a) Four (4) downs will be used;
- b) Waiver of the one (1) yard restraining zone (i.e. neutral zone is delineated by the football);
- c) The toss of a coin shall be used to determine the choice of kick, receiver, end or defer for all scheduled games;
- d) The playing of Overtime as per Rule 1, Section 3, Article 6 to a maximum of two (2) possessions per team for regular season games and until there is a victor for playoff games.
- e) Clubs are permitted to implement coach to player a communication system subject to the following conditions:
 - the system is NOSCAE approved
 - the system is approved for use by the helmet manufacturer
 - the Head Coach presents documentation of same to the officials upon request
 - Only the QB & 1 defensive player are permitted to wear the helmet equipped with approved coach to player communications
 - System shall only be implemented if both teams have an approved system
 - If the games starts with coach to player communications and one team's system fails, the other team need not stop using their system.

Game Ball

By-Law 17 The Conference shall designate the approved footballs to be used in all scheduled games at a Conference Meeting.

Uniforms

By-Law 18 All teams are required to have **two contrasting sets of jerseys** (one “dark” and one “light” based). Each Member Club shall declare which set they shall utilize as their home uniform at the Annual General Meeting during their team declarations. Any dispute as to color conflicts shall be resolved at that time. All players on a team must wear helmets, sweaters and pants that are of uniform color and design (exclusive of face masks). Any player not conforming may not play.

Responsibilities of Participating Teams

By-Law 19

What a team needs to supply to host a game

- a) Home team shall be responsible for the following:
- Providing a playing field that is of suitable size and lined according to the Amateur Football Rulebook and a regulation down box and chains to be used by the sideline officials.
 - Providing officials with a reasonably clean dressing facility with shower access that is conveniently located by the field.
 - Providing the sideline crew & official timer per By-Law 23.
 - Providing the visiting team with a reasonably clean dressing facility with shower access that is conveniently located by the field.
 - Providing benches for both teams.
 - Providing at least two approved footballs per By-Law 17 with one designated as the game ball.
 - Providing the visiting team with 25 lbs of ice and access to drinking water.

b) In the event that a game is cancelled while in progress for reasons related to weather, mechanical failure, unsafe conditions, that are outside the control of the home club, the following procedure shall apply:

- the home team shall immediately contact the League Executive and notify of the event.
- If the game cancellation takes place at or before half time and the score difference is less than 17 points, the game shall be deemed a 14-14 tie.
- If the game cancellation takes place in the third quarter and the score difference is less than 10 points, the game shall be declared a tie game at the lower score of the two in the standings. If score difference is 10 points or more, the game shall be recorded as scored.
- If the game cancellation takes place in the 4th quarter, the game shall be declared completed with the score recorded as the final score.
- All players shall be credited with earned statistics including points scored.

Field canceled after Thursday noon

- c) In the event that the home field booking is canceled by the field owner for a scheduled game and notice of cancellation is given **after 12 noon on Thursday** prior to the scheduled game, the following procedure shall be followed:
- the home team shall immediately contact the league Executive to invoke these provisions.
 - the home team shall produce written documentation from the field owner confirming the cancellation of the booking and citing the reasons for the cancellation.
 - Should the reasons cited indicate circumstances outside the control of the home club, including but not limited to weather, neither team shall be penalized.
 - Should both teams be scheduled a bye on the same weekend later in the season and the distance between the two club’s home fields is less than 200 kms, the home club shall apply to their field owner to book a suitable field on the bye weekend to play the canceled game.
 - If the home club is successful in booking a suitable field on the said bye weekend as prescribed above, the game shall be formally re-scheduled to be played on that Saturday afternoon or evening or Sunday afternoon.
 - If no field is available to the home club on a bye weekend later in the season, or the clubs do not have byes on the same weekend or the distance between the two home club fields is 200 kms or greater, the game shall be cancelled and deemed to be a 0 – 0 tie and each club will be awarded 1 point in the standings.

Field canceled prior to Thursday noon.

- d) In the event that the home field booking is canceled by the field owner for a scheduled game and notice of cancellation is given **before 12 noon on Thursday** prior to the scheduled game, the following procedure shall be followed:
 - the home team shall notify the league executive immediately and the scheduled opponent of the cancellation. The league executive shall make contact with the officials and the visiting club advising of the cancellation.
 - the home team shall produce written documentation from the field owner confirming the cancellation of the booking and citing the reasons for the cancellation.
 - Should the reasons cited indicate circumstances outside the control of the home club, including but not limited to weather, neither team shall be penalized.
 - Should both teams be scheduled a bye on the same weekend later in the season, the home club shall apply to their field owner to book a suitable field on the bye weekend to play the canceled game.
 - If the home club is successful in booking a suitable field on the said bye weekend as prescribed above, the game shall be formally re-scheduled to be played on that Saturday at regular game time or Sunday afternoon (if the visiting team’s home field is less than 200kms from the home club field).
 - If no field is available to the home club on a bye weekend later in the season, or both clubs do not have byes on the same weekend, the game shall be canceled and deemed to be a 0 – 0 tie and each club will be awarded 1 point in the standings.
- e) Notwithstanding the above, should the two clubs, within 10 days of the canceled game, reach an agreement to play the game on an alternative date, not otherwise provided for in this By-Law, the game may be played and the Secretary shall approve the schedule change and formally amend the schedule.
- f) Should it be discovered that the home club lost its home field due to circumstances within their control the game shall be defaulted and subject to By-Law 21.
- g) Head Coaches who are identified per By-Law 2b) must complete the approved League Volunteer/Player Certificate and League Insurance Waiver and have them submitted to the League Registrar at least 2 days in advance of when the Head Coach is scheduled to be on the bench.

By-Law 20 Visiting teams are invited and encouraged to attend the home team’s social following the game.

Game Defaults

By-Law 21 Any team that is unable to field the requisite number of players for a game, thus causing the game to be cancelled, defaults the game. The score shall be recorded as a 28-0 victory for the non-defaulting team.

Default Consequences

A default will cause a Member Club to forfeit its Performance Bond and will be liable to reasonable costs, above the amount of the performance bond, which are incurred by the non-defaulting team in the amounts approved by the Conference Executive. The Member Club may be deemed “not in good standing” and or may be suspended from the Conference immediately. The Member Club will be suspended from the playoffs in the current year. Further defaults in the same year will attract a 1 year suspension from the NFC or outright expulsion as determined at a Conference Meeting.

Right of appeal

In all cases of suspension from participating in the schedule, a Club may appeal to the Secretary of the Conference, within twenty four (24) hours. The Executive, or an Appeal Committee, if duly formed will hear the appeal. All appeals shall be heard as expeditiously as possible and the decision of the Executive, or an Appeal Committee, will be final.

Officials

By-Law 22 Six (6) certified officials shall be assigned to each scheduled Conference game. The Conference is responsible for paying officials at a rate to be set and agreed upon at the Annual Meeting.

By Law 23 Members of the applicable local officials association shall be the only persons to serve as timekeepers, downs marker and chain gang personnel. The Home Club shall be responsible for procuring the services of and providing remuneration to these officials per the local officials association policies. Persons affiliated with the Home Club shall not be utilized in any of these positions.

Chain gang
&
Timekeeper

Conference Recognitions and Honors

By-Law 24 The Conference will remember outstanding contributions and longstanding service to football and the Conference by designating certain **trophies** in the names of individuals. The trophies so designated are:

- a) Fourezois-Pestolis Memorial Trophy – awarded to the first place finisher during league play;
- b) Plaunte Memorial Trophy – awarded to the Championship team;
- c) Leo Troy Memorial Trophy – awarded to the Conference Rookie of the Year;
- d) August Kangro Memorial Trophy – awarded to the Conference scoring leader;
- e) Sid Forster Memorial Trophy – awarded to the Coach of the Year;
- f) Mike Jackson Memorial Trophy – awarded to the Special Teams Player of the Year.
- g) Britt Jessup Memorial Award – awarded to the team Executive of the Year as selected by the N.F.C. Executive.

Additional designations may be awarded at a Conference Meeting with a two-thirds majority in favour of bestowing the honour.

By-Law 25 The Conference will recognize outstanding contributions and long standing service to football and the Conference by granting **Life Membership** in the Conference to a deserving individual. The individual will not have voting privileges. Life Membership may be granted at a Conference Meeting with a two-thirds majority in favour of bestowing the honour.

By-Law 26 The Conference will recognize the outstanding achievements and contributions of Players, Coaches, Officials and Builders of the Conference through induction into the **Conference Hall of Fame**.

To be eligible for induction into the Hall of Fame, a player must have demonstrated outstanding merit on the field over a period of years as a player in the Conference and be retired from playing in the Conference at least three (3) consecutive seasons.

To be eligible for induction into the Hall of Fame a coach, officials or builder must have contributed to the Conference as a consistently high level over a period of time.

Nominations for induction may come from anyone affiliated with the Conference. A written biographical sketch must be included with the nomination being delivered to the Conference Secretary thirty (30) days in advance of a Conference Meeting. The Executive and Member Clubs will vote on the nominations and accept up to a maximum of six (6) inductees per year. The inductees will receive a keepsake indicating the honor.

A game played during the Conference schedule will be designated as the Hall of Fame Game and/or Jamboree.

Nomination
procedures

By-Law 27 The Conference will recognize outstanding play each year by recognizing several categories of achievement as **League Awards and Conference All Star team**. The Categories of achievement, known as League Awards are as follows:

- i) Most Valuable Player
- ii) Best Offensive Player
- iii) Best Defensive Player
- iv) Best Offensive Lineman
- v) Best Defensive Lineman
- vi) Rookie of the Year (Leo Troy Memorial Award)
- vii) Coach of the Year (Sid Forster Memorial Award)
- viii) Scoring Champion (August Kangro Memorial Award)
- ix) Special Teams Player (Mike Jackson Memorial Award)

All Star Team Selection Procedure

The **1st All Star team** shall consist of twelve (12) players on Offence, twelve (12) players on Defense and four (4) on Special Teams.

The **2nd All Star team** shall consist of twelve (12) players on Offence, twelve (12) players on Defense and four (4) on Special Teams.

Player
Nominations

In all cases, except the Scoring Champion, each Member Club shall submit their nominees for categories of achievement and their entire offensive and defensive starting line-ups for All Star considerations to the Conference Secretary, or designate, by a date set at a Conference Meeting. Failure to submit nomination papers by the deadline may result in the preparation of ballots without nominations from the Club failing to submit.

Should the nomination papers not be complete, the Executive will contact the Member Club to clarify any blank positions. The Executive can then fill these empty spaces as it deems necessary.

The Secretary, or designate, will produce a ballot to be used by the Member Clubs for voting and deliver ballots to Clubs no later than the Sunday following game 7 in the schedule, providing at least 10 days for Clubs to fill out the ballots & return to the NFC.

Selection
Balloting

Each Club will receive two ballots for voting. One ballot is to be used by the coaching staff and the other is to be used by the players. No Club may vote for nominees from their own team. The ballots are to be returned to the Secretary, or designate by a date set at a Conference Meeting no later than four (4) days after the conclusion of the regular season. In the event a Member Club fails to submit both ballots correctly completed, ballot counting will proceed without the missing ballots.

The Secretary, or designate will count the votes. Selections shall be determined by weighted scoring using the recorded votes and statistical information as described in Appendix 4.

By-Law 28 The **Scoring Champion** will be the individual who accumulates the most scoring points during regular season play of the Conference. The final Statistical Report produced by the Conference Statistician will determine the winner.

By-Law 29 The Conference will recognize outstanding play each year in the **Championship Game** by presenting awards for **Offensive and Defensive Players of the Game**. These awards will be based entirely on the performance during the Championship game and will be chosen by the Executive and Member Club representatives (exclusive of the competing team's reps) present at the game. The winners will receive a keepsake indicating the honor.

By-Law 30 The Conference will responsible for providing keepsakes for Life Members, Hall of Fame inductees, League Award winners, All Stars, and Championship Game Players of the Game. Member Clubs will be assessed a fee to provide the financing of these keepsakes.

Provision of Player Line-Ups to be used in Programs or Flyers

By-Law 31 Provision of up to date line ups of players, including numbers, to the Home team prior to the game to be used in any programs or flyers distributed for the game will be as follows:

- a) The visiting teams will submit their line up to the Home team one week before the first game of the season.
- b) After the first week, the Statistician will provide a copy of the most recent Score sheet of the visiting team to the home team when sending the weekly Statistical update to them.

National Championship Levy

By-Law 32

- a) There shall be a \$10 per player levy, \$15 in years when NFC Champion travels, charged to offset costs associated with participation in the National Championship versus the Alberta Champions for the C.S.F.L. championship. The levy is due per By-Law 2 d). Should the game not be played, funds would be refunded or not charged to the appropriate teams.
- b) The first right of refusal for hosting the National Championship shall be given to the NFC champion. The NFC Champion must confirm their willingness & capacity to host the National Championship game and related events within 5 days of winning the NFC Championship.

In the event that there is no such confirmation, the NFC shall host the National Championship by a committee struck by the President. This committee shall be responsible for all aspects of hosting the games, including venue acquisition, marketing, banquet, lodging and all other arrangements. Whether the NFC Champion hosts or an NFC Committee, any profits or losses shall be to the benefit or borne by the hosting body.

Terms of Reference or the Discipline Committee

By-Law 33

- a) This By-law shall be applied only by the Discipline Committee. The purpose of this By-law is to provide for appropriate penalties and disciplinary action against players, coaches or Conference participants for By-law and Constitutional infractions that may require a higher severity than prescribed elsewhere in this document or where no specific penalty is prescribed.
- b) The Discipline Committee shall **initiate action** only upon being presented with a written complaint or incident report from a member of the Conference, within 72 hours of the occurrence or the discovery of the occurrence, as appropriate. The Disciplinary Committee shall request a defense or explanation report from the person having been reported to have committed the infraction and any other party it deems fit to be able to come to a fair and appropriate ruling. Such ruling shall be communicated to parties involved and Member Clubs within 10 days of receiving a written statement of complaint.

- c) The Discipline Committee may impose one or more of the following **disciplinary actions**:
 - i) Issue a reprimand or warning letter to the person or Club committing the infraction.
 - ii) Apply a penalty prescribed by Appendix 2 or elsewhere in the Conference By-laws without additional disciplinary action.
 - iii) Suspend the guilty participant from participating in Conference games until a letter of apology has been written by the guilty party and delivered to the affected person(s) where appropriate.
 - iv) The levying of a fine to the guilty participant or Member Club of no more than \$100 for the infraction.
 - v) Suspension from participating in one or more consecutive Conference sanctioned games.
 - vi) Expulsion from Conference membership until a hearing is held on the matter at a General Meeting. The Discipline Committee shall inform the Secretary to include the hearing on the Agenda of the next General Meeting of the Conference.
- d) In determining penalties, the Committee may have regard for self disclosure of the infraction, nature and severity of the breach, the extent of harm caused, cooperation of the subject person in the proceedings or pre-meditation.

Northern Football Conference Code of Conduct

By-Law 34

Violations of this By-law, being the following Code of Conduct, may attract disciplinary actions imposed by the Disciplinary Committee on the party committing the violation(s). All persons associated with the Conference shall not make defamatory or untruthful remarks about any person or group associated with the NFC or otherwise, be it verbal, written or otherwise, including on internet media. It is fully expected that this Code of Conduct applies equally to on-line & social media communications.

PLAYERS

- 1) Players shall show respect towards all coaches, opponent players and referees / officials at all times.
- 2) Players shall stay within the team areas of the sidelines during games.
- 3) Players shall demonstrate good sportsmanship and self-control, on and off of the field of play.
- 4) Players shall be familiar with the rules of the game and accept the spirit or intent.
- 5) Players shall not fight, use foul language or argue with coaches, teammates, or referees / officials.
- 6) Players shall not abuse other players, coaches or officials, verbally or otherwise.
- 7) Players shall display modesty in victory and graciousness in defeat.
- 8) The Northern Football Conference strongly condemns racism or barbaric threats of violence.
- 9) Players shall not use or be under the influence of drugs or alcohol during any Conference league games.
- 10) Players shall not attempt to gain an advantage in the playing of the game through injuring the opponent.
- 11) It shall be considered not becoming of an NFC player to be involved in serious criminal activity.

COACHES and CLUB OFFICIALS

- 1) Coaches shall exemplify the highest moral character, behavior and leadership.
- 2) Coaches shall strive to develop in each athlete, the qualities of leadership, initiative and good judgement.
- 3) Coaches shall demonstrate good sportsmanship and self-control on and off of the field of play.
- 4) Coaches shall respect the integrity of their own athletes, game officials and Conference Executive.
- 5) Coaches shall show respect towards the opponent's coaches, players and staff at all times.
- 6) Coaches shall not undertake or encourage abusive behavior towards other players, coaches or officials.
- 7) Coaches shall display modesty in victory and graciousness in defeat.
- 8) The Northern Football Conference strongly condemns racism or barbaric threats of violence.
- 9) Coaches shall treat opponents as guests and respect the integrity & judgement of officials who are also guests.
- 10) Coaches shall communicate with officials on the field with respect, a sense of humor and with acceptance.
- 11) Coaches shall recognize that Conference Executive and Appointments are volunteers and are putting forth their best effort.
- 12) It shall be considered not becoming of an NFC coach or club official to be involved in serious criminal activity.

OFFICIALS

- 1) Officials shall execute their role in the most unassuming manner possible.
- 2) Officials shall know the rules thoroughly and give interpretations to the team captains if requested.
- 3) Officials shall respect a coach’s need to understand a non-standard or complicated call or ruling.
- 4) Officials shall maintain poise, dignity and a sense of humor.

CONFERENCE EXECUTIVE & APPOINTMENTS

- 1) Executive members shall execute their role in the most ethical, fair and unbiased manner possible.
- 2) Executive members shall recognize that Club Officials and Coaches are volunteers charged with a variety of responsibilities and are putting forth their best and sincere effort to maintain compliance with the Conference Constitution & By-laws in addition to producing the best possible product on the field.
- 3) Executive members shall show respect for all members of the Conference.
- 4) Executive members shall behave in a professional manner while representing the Conference.
- 5) It shall be considered not becoming of an NFC Executive Member or Presidential Appointment to be involved in serious criminal activity.

APPENDIX 1 – ACCEPTABLE IDENTIFICATION DOCUMENTS

To make matters easier for Member Clubs when submitting the required identification documents per By-law 3, the following lists the only acceptable forms of identification:

Citizenship Proof	Government Issued Photo Identification
Provincial Birth Certificate	Valid Provincial Driver’s License
Valid Canadian Residency Card	Valid Canadian Residency Card
Valid Canadian Passport	Valid Canadian Passport
Canadian Immigration Form IMM 1000	Valid Ontario Health Card with Photo
Native Status Card	Native Status Card
Valid Canadian Citizenship Card	Department of National Defense identification
Canadian Immigration Form IMM 1442	Alcohol and Gaming Commission License

Please note, that the Native Status Card, Valid Canadian Passport and Valid Canadian Residency Card satisfy both requirements of By-law 3.

APPENDIX 2 – PRESCRIBED DISCIPLINARY ACTIONS

The following disciplinary actions are prescribed for the associated infractions and shall be applied only by the Discipline Committee Chairperson in the case of game ejections, or by the Discipline Committee in other applicable cases dealt with in accordance with By-law 33:

	Description	Suspension
1	Fighting with another participant in a game.	1 game
2	Committing any combination of Objectionable Conduct or Unnecessary Roughness penalties totaling 3 in a game.	1 game
3	Verbally attacking & abusing another player participating in a game using profanities or vulgarities.	1 game
4	Instigating violent conduct in an attempt to draw another player into a fight.	2 games
5	Consuming alcohol or drugs while on the premises of a member club's game field where prohibited.	1 game
6	Making verbal threats of physical violence to a player, coach or official participating in a game.	3 games
7	Verbally attacking and abusing an official or volunteer associated with the Conference during a Conference related activity using profanities, vulgarities or threats.	3 games
8	A player or Coach not cooperating or being truthful with a member of the discipline committee investigating an occurrence.	2 games
9	A player or coach leaving his bench and engaging an opponent's player to fight.	2 games
10	A coach or Club member encouraging a player to attempt to injure another player participating in the game.	2 games
11	Spitting on an opponent during a league game	2 games
12	Making untrue defamatory remarks in person or on an internet platform such as social media / e-mail	2 games*
13	Throwing or striking at a person with an object in an attempt to injure	3 games
13	A player making a hit that is deemed by the officials to be dangerous, excessive or unnecessary deserving of a disqualification as applied by CIS standards	3 games
14	Verbally attacking or abusing another person during a conference sanctioned activity using racial slurs.	3 games
15	Making deliberate contact with an official during a game.	Longest of 4 games or year**
16	General Acts of serious gross misconduct	3 games
17	Being ejected from a game for a second time in the same season. Described in By-law 7d)	Longest of 4 games or year**
18	Knowingly providing false or misleading information on a signed current Player Certificate or insurance waiver form.	Longest of 4 games or year**
19	Not disclosing previous NFC participation or registration information on a signed current Player Certificate form.	Longest of 4 games or year**
20	Club violation of By-Law 18 regarding jersey colors not contrasting Motion 17-10	\$1,000
21	Failing to report statistics per By-Law 15 for 3 games.	Forfeit Playoffs

* In addition to a 2 game suspension the offending party must write an apology letter to the person subject of the remarks.

** Suspension from next 4 scheduled League sanctioned games, including playoffs, or the remainder of the current year, whichever is longest.

Should a player be ejected from the game for one of the infractions listed above, his automatic one game suspension shall count towards the prescribed suspension. If the infraction was found to have occurred but not caught by the officials in the game, the prescribed minimum listed suspensions shall apply.

APPENDIX 3 – LIST OF MEMBER CLUBS

Member Club Name	Organization Type	Legal Name	Signing Authorities
GTA All Stars	Sole Proprietorship	GTA All Stars Football Club	Didi Nwagbo Tenille Soper
Hamilton Jaguars	Corporation	Hamilton Jaguars	Lewis Walker Anthony (Flex) Edgar
North Bay Bulldogs	Non-Profit Corporation	North Bay Bulldogs Football Club Inc.	Marc Mathon Adam McLaren
The Longhorns	Sole Proprietorship	M.I.F.A. Football	Liston Bates Lisa Nicoletta
Ottawa Sooners	Corporation	Ottawa Sooners 2015 Inc.	Kevin Ling Fathia Ibrahim
Sarnia Imperials	Non-Profit Corporation	Sarnia Imperials Football Club Inc.	Jake Cherski Andrew Barnes
Sault Steelers	Non-Profit Corporation	Sault Steelers Inc.	Jonathan Bujold Darrell Wood
Sudbury Spartans	Corporation	Sudbury Wolves Sports and Entertainment	Gord Goddard Bill Costello
Toronto Phantom Raiders	Non-Profit Corporation	Phantom Raiders	Paul Fraser Gary Fraser
Tri-City Outlaws	Non-Profit Corporation	Tri City Outlaws Football Club Inc.	Chris Newsome Andrew Cardillo

For this to be complete, the League will require a copy of the incorporation papers in the case of corporate entities.

APPENDIX 4 – ALL STAR SELECTION PROCEDURE

The Statistician shall include as part of statistical reports posted on the league website the following table:

<u>Team Name</u>	<u>Rushing Attempts</u>	<u>Rushing Yards Gained</u>	<u>Average Yds per Rush</u>	<u>Pass Attempts</u>	<u>Pass Completions</u>	<u>Passing Yards Gained</u>	<u>Sacks Allowed</u>
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A defensive performance scoring table shall be prepared to track the performance of defensive players on the basis of the following points assigned for each defensive statistical item achieved:

Solo Tackle	→ 1 pt	2 players on tackle	→ ½ pt each
Tackle for Loss	→ 2 pts	2 players on TFL	→ 1 pt each
Sacks	→ 2 pts	2 players on Sack	→ 1 pt each
Batted Balls	→ 1½ pts		
QB Hurry	→ 1 pt		
Forced Fumble	→ 3 pts		
Fumble Recoveries	→ 3 pts		
Interceptions	→ 3 pts		
Safety scored	→ 3 pts		
TD scored on return or safety	= 6 pts bonus		

The above information shall be used in conjunction with the voting results to determine the league awards and First Team All Stars and 2nd Team All Stars.

LEAGUE AWARDS

Most Valuable Player, Rookie of the Year, Coach of the Year & Special Teams Player

100% votes

Best Offensive Player

50% votes (50 pts for vote leader & prorate for remainder)

25% most yards from scrimmage (25 pts for highest then others prorate)

25% TDs scored / thrown (25 pts for highest then others prorate)

Best Defensive Player

60% defensive performance points (60 points for points leader then others prorate)

40% votes (40 pts for vote leader then others prorate)

Best Offensive Lineman

40% votes (40 pts for vote leader then others prorate)

20% team sacks given up (20 points for being on team w/ least sacks given up, then 18, 16, 14, 12, 10, 8, 6, 4, 2, 0 others)

20% team rushing avg (20 points for being on team with highest rush average, then others prorate)

20% most team rushing TDs (20 points for being on team with most rushing TDs, then others prorate)

Best Defensive Lineman

60% defensive performance points (60 points to point leading defensive lineman then others prorate)

40% votes (40 pts for vote leader then others prorate)

OFFENSE ALL STARS.

Offensive Line (5)

40% votes (40 pts for vote leader then others prorate)

20% team sacks given up (20 points for being on team w/ least sacks given up, then 18, 16, 14, 12, 10, 8, 6, 4, 2, 0 others)

20% team rushing avg (20 points for being on team with highest rush average, then others prorate)

20% most team rushing TDs (20 points for being on team with most rushing TDs, then others prorate)

Receivers (4)

30% votes (30, 21, 12, 3) weighted score for top 4 vote getters, others zero.

20% highest #TDs (best assigned 20 points then others prorate)

25% most receiving yards (best assigned 25 points then others prorate)

25% most receptions (best assigned 25 points then others prorate)

Running Backs (2)

25% votes (25, 13) weighted score for top 2 vote getters, others zero.

25% highest average yards per carry (best assigned 25 points then others prorate)

20% highest #TD (most TDs assigned 20 points then others prorate)

15% highest # of rushing carries (best assigned 15 points then others prorate)

10% most receiving yards (best assigned 10 points then others prorate)

5% most receptions (best assigned 5 points then others prorate)

Quarterback (1)

50% highest QB rating (best assigned 50 points then others prorate)

20% votes (20 points to the highest vote getter, others zero)

15% highest average yards per carry (highest assigned 15 points then others prorate)

15% TDs scored rushing (most rushing TDs assigned 15 points then others prorate)

DEFENSE ALL STARS.

Defensive Line (4)

60% Defensive performance points (DL with most points assigned 60 points then others prorate)

40% votes (40, 28, 16, 4) weighted score for top 4 vote getters, others zero.

Linebackers (4)

60% Defensive performance points (LB with most points assigned 60 points then others prorate)

40% votes (40, 28, 16, 4) weighted score for top 4 vote getters, others zero.

Defensive Backs (4)

60% Defensive performance points (DB with most points assigned 60 points then others prorate)
40% votes (40, 28, 16, 4) weighted score for top 4 vote getters, others zero.

SPECIAL TEAMS ALL STARS.**Punter (1)**

50% highest average punt
30% votes (30 points assigned to highest vote getter, others zero)
20% most singles scored (best assigned 20 points then others prorate)

Place Kicker (1)

30% votes (30 points assigned to highest vote getter, others zero)
30% most points scored by kicking (highest assigned 30 points then others prorate)
20% highest percentage of successful FGs over number of attempts, others prorate.
5% to the kicker kicking the longest FG of the year
5% bonus points to kickers who played as punters and kickers

Punt Returner (1)

30% votes (30 points assigned to highest vote getter, others zero)
20% TDs scored on punt returns (highest assigned 20 points then others prorate)
20% most return yards (best assigned 20 points then others prorate)
15% highest average return (best assigned 15 points then others prorate)
10% most returns (best assigned 10 points then others prorate)
5% bonus for the longest return of the year

Kick Off Returner (1)

30% votes (30 points assigned to highest vote getter)
20% TDs scored on kick returns (highest assigned 20 points then others prorate)
20% most return yards (highest assigned 20 points then others prorate)
15% highest average return (highest assigned 15 points then others prorate)
10% most kick returns (highest assigned 10 points then others prorate)
5% bonus for the longest return of the year