



## **Haddon Township Athletic Association Flag Football By-Laws**

(Grades K-1)

(Grades 2-3)

(Grades 4-5)

(Grades 6,7,8)

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## 1.0 League Charter

- The purpose of this organization is to introduce football to the youth in Haddon Township, while providing instruction in the fundamentals of football and to teach the principles of sportsmanship and fair play.
- This organization is associated with the National Football League and will follow the NFL guidelines.
- The Divisions are as follows:

Rookie League	(Kindergarten, First Grade)
Semi-Pro League	(Second & Third Grade)
All-Pro League	(Fourth & Fifth Grade)
Hall of Fame League	(Sixth, Seventh, Eighth Grade)
11,12 & 13 years old	
- Being a part of the NFL flag football program, we will adhere to their rules and regulations as they pertain to our organization while incorporating our By-Laws that allow for Local Level control and competition.
- The NFL recognizes local league play and allows each organization to determine and incorporate certain rules deemed necessary to allow their program to function properly; that is the purpose of this document... our **By-Laws**.

## 2.0 League Officers

- This organization shall be governed according to the rules established by this document and those of NFL Flag Football program. The **Executive Board** along with the other **League Officials**, **Head Coaches**, and **Assistants Coaches** shall make sure that these rules are adhered to.

## 2.1 HTAA Flag Football Executive Board

- **President**-It is the responsibility of the President to make sure that the rules and **By-Laws** are adhered to within the organization and to be the deciding vote in the instance that there is a tie. Also, it is the responsibility of the President to attend the monthly HTAA meeting in order to give a status report of the Flag Football organization; HTAA Flag Football. The President must also share the information presented at HTAA meetings with the entire **Executive Board** at the next Flag Football meeting. The President will also chair all meetings involving the HTAA Flag Football Executive Board and other **League Officials**. The President is responsible for providing monthly reports in reference to registered players; total numbers and age breakdown; and recommendations for total number of teams in each age grouping. The President will prepare an Agenda for all regularly scheduled HTAA Flag Football meetings. The President manages the online HTAA

registration process. The President will **not** vote on League Policy, changes, or issues presented unless there is a tie.

- **Vice President-** It is the responsibility of the Vice President to assume the responsibilities of the President in his absence. It is the responsibility of the Vice President to make sure that prior to the opening of the season a skills day is scheduled and organized to focus on the appropriate fundamentals. The Vice President or his designee will conduct the draft sessions (Rookie, Semi-Pro, All-Pro, and Hall of Fame Leagues). The Vice President manages the online NFL registration process. The Vice President will conduct an Orientation/Coaches Meeting for all Leagues prior to the beginning of the Flag Football season in conjunction with the Equipment Manager, Referees, Grounds Equipment Manager, and President. **The Vice President shall have the option to vote on league policy and rule changes.**
  
- **Treasurer-** It is the responsibility of the Treasurer to formally order; via purchase orders/requisitions; all equipment necessary to run the organization (based on recommendations from the Equipment Manager) and make sure that all bills are paid in a timely fashion (based on the recommendation of the HTAA Flag Football Executive Board). The Treasurer must keep accurate records and submit a proposed budget to the HTAA Executive Board prior to the Flag Football season of each year. The Treasurer will submit monthly Treasurer's Reports to include income and expenses for approval by the HTAA Flag Football Executive Board. **The Treasurer shall have the option to vote on league policy and rule changes.**
  
- **Secretary-** It is the responsibility of the Secretary to take and publish the minutes of all meetings held by the Executive Board. The Secretary will conduct an attendance check at each meeting and report on "voting eligibility". The Secretary shall maintain an accurate list of members to include phone numbers and e-mail addresses. The secretary shall distribute to each Head Coach copies of the registration forms for their teams. The Secretary shall send out (mail or e-mail) a notice of all meetings. The Secretary must make sure that all Head Coaches and Assistant Coaches have signed the coaches conduct form and have met the Rutgers Clinic Requirements for HTAA prior to the start of each season. **The Secretary shall have the option to vote on league policy and rule changes.**
  
- **Head Referee-** It is the responsibility of the Head Referee to make sure that all games have a Referee assigned. The Head Referee will also ensure all game assigned referees make the appropriate equipment inspection prior to the start of every game (jersey color displayed Home versus Away, all players have mouthpieces, approved footwear, and proper flag display) The Head Referee will ensure proper field set up via recommendations to the Equipment Manager. The Head Referee will conduct "field evaluations" of referees where

necessary. The Head Referee will conduct an Annual Rules Review for all Coaches prior to Opening Day. The Head Referee shall conduct a Referee Development Program (in-class and on-field) in order to train new referees and update returning referees. The Head Referee will organize and Chair a Protest Committee during each Flag Football season. The Head Referee shall present recommendations for game fees to the Executive Board. The Head Referee shall present a projected budget for Referee fees to the President and Treasurer prior to the Flag Football season. **The Head Referee shall have the option to vote on league policy and rule changes.**

- **Equipment Manager-** It is the responsibility of the Equipment Manager to inventory and give out playing equipment and uniforms at the start of the season. The Equipment Manager shall maintain an accurate record of all equipment distributed. The Equipment Manager shall collect all equipment and uniforms (if appropriate) at the end of the season. The Equipment Manager shall also inform the President and Executive Board about any new equipment that needs to be ordered and make sure that all equipment is in good condition and safe for play when distributed. Head Coaches shall contact the equipment manager during the season for any additional equipment needs or in the event that any equipment becomes unsafe or damaged and needs to be replaced. **The Equipment Manager shall have the option to vote on league policy and rule changes.**
  
- **Grounds Manager-** It is the responsibility of the Grounds Manager to maintain the field of play (including cones, lining, and sideline areas) and to make the HTAA Flag Football Executive Board aware of required equipment or policies necessary to do so. The Grounds Manager shall orient Head Coaches and Assistant Coaches to the prescribed procedure for maintaining the fields before and after games/practice. The Grounds Manager shall monitor the use of pre-game and post game field prep and maintenance by teams/coaches. The Grounds Manager will also be responsible for determining any weather or field related cancellations of games/practices and will advise the HTAA Flag Football Executive Board. **The Grounds Manager shall have the option to vote on league policy and rule changes.**
  
- **Technology Director** - It is the responsibility of the Technology Directory to provide technical assistance with the current HTAA website as it relates to Flag Football. This includes access to technical help from the website administrators, [htaafalgfootball.org](http://htaafalgfootball.org) the access is to provide information about HTAA Flag Football. It includes but is not limited to, updates to Flag Football home page, additions and changes to the same. Manages the official HTAA Flag Football website. Assigns administrative rights to qualified league officials. Ensures that league news, scores, and stats are updated on a regular basis. Solicits, posts, and distributes important information on league activities. Serves as the primary contact person for Flag Football via the

net. Seeks input from league officials in reference to improving, updating, and increasing awareness of the HTAA FLAG FOOTBALL website. **The Technology Director shall have the option to vote on league policy and rule changes.**

## 2.2 Other League Officials

**NOTE:** HTAA Flag Football Executive Board members may serve as **Other League Officials**

- **League Coordinators** - The League Coordinators shall be responsible for making sure that their individual league adheres to the rules set down by the organization in the By-Laws and HTAA Flag Football. League Coordinators shall serve as a communication link between the Head Coaches, Assistant Coaches, & Players of their League and the Executive Board. Typical issues handled by League Coordinators are: Scheduling, Field of Play, Equipment, and Uniform, Coaching, Parental Concerns, etc. League Coordinators should report to the Vice President. As of 2009 the following is a list of League Coordinators:

- Rookie Coordinator
- Semi-Pro Coordinator
- All-Pro Coordinator
- Hall of Fame Coordinator

**League Coordinators shall have the option to vote on rule changes.**

- **Coaching Coordinator-** (Currently the role assumed by the Vice President) represents the training needs of Coaches and Assistant Coaches. Organizes and coordinates a League Development program to include clinics, camps, and special events. Proposes funding recommendations for a league-wide training/development program. Orders and distributes training materials to players, Head Coaches, and Assistant Coaches. Serves as the contact person for Flag Football and its Coaches/Assistant Coaches Education Program. **The Coaching Coordinator shall have the option to vote on Rule Changes.**

- **2.3 Head Coaches and Assistant Coaches** - A Coach or Assistant Coaches shall be responsible for making sure that their individual team adheres to the rules set down by the organization in the By-Laws and Flag Football.

**The primary responsibilities are:**

1. Provide instruction in the fundamentals of Flag Football to include; running, catching, passing, tackling, the rules of the game, and sportsmanship;
2. **It shall be the head coach's responsibility that every player plays all positions and receives equal playing time in every game. No player should play more than any other player or for more time than any other player in any certain position.**
3. Ensure that ample practice time is allocated;

4. Make sure games are played in a timely fashion;
5. Monitor the conduct of their players and that of the team's parents or fans;
6. To give feedback to the HTAA Flag Football Executive Board;
7. To maintain accurate records & statistics where appropriate including the HTAA injury form and registration forms;
8. Establish and utilize a meaningful level of communication with team parents, Example: *practice schedule, scrimmage schedule, game schedule, picture day, uniform pickup, required equipment, team rules, contact information for team personnel, etc.;*
9. Distribute equipment and uniforms;
10. Collect all equipment and uniforms (if appropriate) at the end of each game;
11. Make sure that equipment and uniforms are returned to the Equipment Manager;
12. Attend HTAA Flag Football meetings in pre-season, during the season, and out of season where appropriate;
13. Assist in the maintenance of the Field of Play before, during and after a game or practice session.

**2.3.1** All Head Coaches and Assistant Coaches must complete the Coaching course currently offered through the Rutgers Program **BEFORE** serving as a Head Coach or Assistant Coaches.

**2.3.2** All **new** Head Coaches and Assistant Coaches must present themselves to the HTAA Flag Football Executive Board for review **before** they are approved by a majority vote of the HTAA Flag Football Executive Board.

**2.3.3** Any existing Head Coach or Assistant Coach may be removed from his/her position by a majority vote of the HTAA Flag Football Executive Board.

**2.3.4** The HTAA Flag Football Executive Board shall conduct a review of all existing Head Coaches and Assistant Coaches on a yearly basis and at that time may remove any Head Coach or Assistant Coach pursuant to by-law 2.3.3

## **2.4 Voting Definitions and Privilege**

### **2.4.1 League policy**

- Any issue which pertains to the way HTAA Flag Football is governed. Also, administering disciplinary actions according to the By-Laws.

### **2.4.2 Voting Privilege**

- At any given meeting, a person shall be eligible to vote only if he or she has attended four of the previous six meeting. An eligible voter may send a representative with his or her proxy vote (but only the representative would be credited for attendance at that meeting).

## **3.0 Drafting Players**

### **3.1 Drafting Process**

- The Head Coach and Assistant Coaches will draft players every year.

### **3.2 Draft Procedures**

- The draft will be a re-entry process

### **3.3 Drafting Order**

- The draft order will be determined through a random selection

#### **3.3.1**

- A Head Coaches child is automatically seeded in the first round.

#### **3.3.2**

- Only one Assistant Coaches child is automatically seeded in the second round.

### **3.4 Roster Requirements**

- Team requirements are no less than 8 players per roster with a maximum of 12

### **3.5 Family Act-**

**3.5.1** Parents of siblings who are eligible to play in the same league will be asked by the League President shortly after registration whether they want their sons and or daughters to play on the same team. If the parents so request, then:

(a) If one sibling is selected in a draft round then the proceeding sibling will be automatically drafted in the following consecutive draft round.

(b) Non-Family requests to have their sons and/or daughters to play on the same team may Not be honored

## **4.0 Local League Rules**

### **1. Pre-Game Protocol for all Levels:**

1. Coaches will introduce themselves to the opposing coaches and referees prior to every game
2. Prior to each game referees will inspect each team to ensure each player has a mouthpiece, proper jersey displayed, appropriate footwear, and proper flag display
3. Referees will call team captains to the center of the field for the coin toss prior to every game;

### **2. Post-Game Protocol for all Levels:**

1. Coaches are responsible for ensuring post game sign of sportsmanship to include player and Coaches handshake

2. Each team is responsible for cleaning their respective sidelines;
3. Referees to provide final game scores to the Head Referee

### **3. Canceling Games:**

#### **Single Games:**

1. Individual Games may be cancelled due to weather or field conditions;
  2. Canceling a single game due to weather or field conditions requires input and agreement of the following individuals:
    - Grounds Manager;
    - One additional Member of the HTAA Flag Football Executive Board;
  3. A decision to cancel a single game must be made at least 60 minutes prior to game time;
  4. The Head Referee will be notified of the cancellation and all Head Coaches will be contacted
  5. All cancellation notices will be posted on the [htaaf-flag-football.org](http://htaaf-flag-football.org) website
  6. Failure to field at least 4 players for a scheduled game will be recorded as a forfeit; although the head coaches may agree to play with the players present.
  7. All forfeits will be reported (that day) by the winning team;
- Once a game is started, the decision to cancel or suspend is the sole responsibility of the Head Coaches in consultation with any HTAA Flag Football Executive Board Member present at that time;
- **A Full Day of Games (Saturday or Sunday):**
1. A full day of games may be cancelled due to weather or field conditions;
  2. Canceling a full day of games due to weather or field conditions requires input and agreement of an HTAA Flag Football Executive Board Member;
  3. One of the following individuals must be in agreement with the Grounds Manager's decision:
    - a. League President
    - b. League Vice President
    - c. Head Referee

### **4.1 Player Eligibility-**

- (a) A player's age must be five years of age by September first of the previous year to the season to be eligible to participate.
- (b) Players that have graduated eighth grade will be considered ineligible to participate.

### **4.2 Post Season (Playoffs)-**

- A.** No post season play;

## 5.0 Tournament Teams

### 5.1 Coaches Selection-

A. Tournament Head Coach will be chosen by way of open nomination and then voted upon by secret ballot. Each league will nominate and vote on their respective selection. In the event of a tie, the Head Coach will be selected by the League President. The Tournament team Head Coach will then be able to select his own coaching staff.

### 5.2 Team Selection-

- A. Eligible players must attend a tournament team tryout where they will be judged on their abilities.
- B. The Vice President will have on file the names of those players who are eligible
- C. The tournament Head Coach and his coaching staff will then be allowed to pick their team after evaluating the player's performance in the tryout.
- D. The number of players carried on a tournament team roster is determined by the Head Coach and that particular tournaments limitations.

## 6.0 Conduct and Disciplinary Actions

- Every member of the organization has the responsibility and the obligation to police the organization of which they are a part. If an individual sees something, which they feel could be a detriment to the organization they should make the HTAA Flag Football Executive Board aware of the problem so that the HTAA Flag Football Executive Board can deal with the problem in a timely fashion. The longer a negative situation is allowed to propagate the more negative publicity is generated, which will cause an organization to self-destruct.

### 6.1 Players, Head Coaches, and Assistant Coaches

- (a) Self-control, sportsmanship and fair play shall be adhered to at all times;
- (b) Profanity will not be tolerated; if the referee hears profanity used by a player, Head Coach or assistant Coach that person will be ejected from the game;
- (c) If a player, Head Coach or Assistant Coach throws equipment in reaction to a Referee's call, that Head Coach, Assistant Coach, or Player will be ejected from the game;
- (d) The Head Coach of the team is the only one allowed to discuss (*not argue*) a call with the referee. On-field discussions will be limited to questions concerning the Rules of the game **NOT** judgment calls: Pass Complete, Pass Incomplete, inbounds, Out of bounds, Flag Pull, etc are examples of Judgment Calls. Arguing judgment calls will be grounds for ejection.

- (e) Any player caught fighting will be ejected from the game immediately;
- (f) Any player, Head Coach or Assistant Coach who engages in "misconduct", such as intentional wrongdoing, deliberate violation of a rule, or improper behavior, including poor sportsmanship, is subject to discipline;
  1. The **first misconduct** resulting in the ejection of a player, Head Coach or Assistant Coach in a season will result in an immediate **suspension** of that person from the next game. If the next game is forfeited or cancelled then that player, Head Coach, or Assistant coach will be suspended for the next game... etc.; Players will be expected to appear for the game they are suspended and come prepared in full uniform and remain on the sideline to support their team. Although, Head Coaches and Assistant Coaches that are suspended will be expected not to appear for the games or in attendance at the sports complex.
  2. The **second misconduct** or ejection of a player, Head Coach, or Assistant Coach will result in termination of that person for the remainder of the year. The HTAA Flag Football Executive Board will review the status of the player, Head Coach or Assistant Coach for eligibility for the following year; any Head Coach or Assistant Coach caught fighting will also immediately receive suspension until further HTAA Flag Football Executive Board Review; Players will be expected to appear for the games they are suspended and come prepared in full uniform and remain on the sideline to support their team. Although, Head Coaches and Assistant Coaches that are suspended will be expected not to appear for the games or in attendance at the sports complex.
- (g) All disciplinary actions will be administered by a majority vote of the HTAA Flag Football Executive Board.
- (h) Any appeal of an ejection or finding of misconduct must be presented in writing to the Haddon Township Athletic Association Executive Board within 72 hours of the ejection or finding;

## 6.2 Spectators, Parents, Guardians-

- (a) Self-control, sportsmanship and fair play shall be adhered to at all times. Any negative behavior will result in permanent banning from the sports complex.

## 6.4 HTAA Flag Football Executive Board-

- (a) Self-control, sportsmanship and fair play shall be adhered to at all times;
- (b) Disciplinary actions will be administered by a majority vote of the Executive Board

(c) In the event of the Presidents' removal his duties will be assumed by the Vice-president;

## **7.0 Amending the Bylaws**

- (a) By-Laws can only be changed by two thirds vote of the voting members of the organization;
- (b) Once the season has started no By-Law or Rule may be changed;
- (c) All changes must be documented by the Secretary and distributed to the membership at the next HTAA Flag Football meeting.

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