



**CANADIAN  
JUNIOR  
FOOTBALL  
LEAGUE  
RULES  
&  
REGULATIONS**

REVISED – April 4, 2014

# Rules and Regulations

## A. REGISTRATION

*When a player signs a registration, he is agreeing to abide by the rules and policies of the Canadian Junior Football League and Football Canada. Player also agrees to participate in doping control as well as all of the policies and rules as they pertain to the Canadian Junior Football League and Football Canada.*

### 1. Player Responsibility

- (a) Each player shall complete fully the approved CJFL Registration Form
- (b) Each player shall sign the Registration Form with his full legal name. Legal certification that he is one and the same person shall accompany the Registration Form if he is using another name.
- (c) Each player shall pay, personally, the prescribed annual registration fee
- (d) New participants that are attending try-out camp must complete waiver / liability agreement

**Note:** These forms must be completed by the participant and the Team Official. In order for teams to meet insurance requirements the form must be completed and kept on file with the Team.

### 2. Conference / Team Responsibility

After the official on-line CJFL Registration Form is completed in full:

- (a) **Proof of age, and proof of residency if required, is sent to the Conference Registrar for all players in any pre-season or regular Conference game.**
- (b) **A printed and signed copy of the on-line CJFL Registration Form is to be retained by the Team for two (2) years after the player ceases to play for the team.**
- (c) Player Registration Forms and proof of completed CCES Drug Education Seminar must be in the hands of the Conference Registrar by Wednesday midnight local time before the first game in which the player is to participate.
- (d) **A player is not eligible to play in any CJFL game until he has been confirmed by the Conference Registrar. Players with incomplete or incorrect registration information will not be eligible to until the missing or correct information is received by the Conference Registrar.**
- (e) The team's Protected List shall be sent by the Conference Registrar to the CJFL Registrar seven (7) days following the September 15 cutoff date
- (f) The Conference Registrar must receive the official player's Registration by Wednesday midnight local time before the first game in which the player participates
- (g) The Conference Registrar checks the official player's Registration with the game Roster to ensure that only registered players compete in Conference and play-off games. Players must Roster in at least one regular scheduled Conference game to meet the requirement of eligibility for play-off games
- (h) Players must have completed approved CCES Drug Education Seminar and must have proof of completion by Wednesday midnight local time before the first game in which the player is to participate. The team's Protected List and proof of completed approved CCES Drug Education Seminar must be forwarded to CJFL Registrar seven (7) days following September frozen roster date of September 15.

Any questions on registration should be directed to the Conference Registrar or the CJFL Registrar.

### 3. Player Age Regulations

- (a) Players who wish to play in CJFL approved exhibition, Conference and play-off games must conform to regulations concerning registration
- (b) Age Limit - the player shall not exceed the age of 22 during the current calendar year
- (c) Proof of Age - Birth Certificate, Canadian Passport, and Driver's License or other official document showing date of birth satisfactory to the CJFL. Baptismal certificates shall not be acceptable except for the province of Quebec.
- (d) It is the responsibility of Conference Registrars to check and certify the legality of proof of age, if requested.

### 4. Residence Rule

Non-Canadians players are ineligible to play in the Canadian Junior Football League. Non - Canadians who have proof of Permanent Residence Status are eligible to register.

### 5. Signing, Transferring and Releasing of Players

- (a) No player can be signed before June 1
- (b) No player shall be transferred or signed by any CJFL team after the 15th of September
- (c) When a player is released by a team, his registration form shall be marked "released", a CJFL player release form filled out and sent to the Registrar of the Conference. His new team must then fill out a registration form and send it to the Conference Registrar
- (d) A player may not transfer in the following season to another team in the CJFL unless released by the previous team played with. A CJFL player release form must be completed and forwarded to the CJFL Registrar, Conference Registrar and new team
- (e) Player releases will be at the sole discretion of the team who has registered the player. A player who has requested and been refused a release by his team will only be eligible to play for another team upon fulfilling the commitment of his latest signed CJFL registration.
  - i: The only exception will be a player who's current CJFL team (Team A) does not reside in the province where the player played his high school or midget football. This player who wishes to leave his current CJFL team (Team A) to return to the CJFL team (Team B) closest to his previous high school or midget team shall be granted his release automatically by his current CJFL team (Team A). Any team contacted by a player under this scenario will be required to abide by rule 6. (b) and (c)
  - ii: Should a player released under the above provision be released by his new CJFL team (Team B) that player would be required to fulfill his obligation to the registration signed with his original CJFL team (Team A) unless released by Team A.
- (f) A team shall not tamper with players registered by another team. Any communication regarding CJFL registered players must be conducted through an authorized official of the first registered team (see item #6 below)
- (g) Any player who has signed a professional contract and wants to return to the CJFL must be reinstated by the Commissioner. The CJFL adopts the position that any junior player signing a professional contract and is cut, can only be reinstated back into the CJFL once per year. There will be no moving back and forth between professional and amateur teams during the course of the year. The Commissioner must notify the Conference Presidents of his decision
- (h) Each Team shall have "all" participants sign an "insurance waiver form" before practicing at any pre-season or regular season camp
- (i) Players under the age of consent must have parent/guardian sign before being allowed to participate in any pre-season or regular season camp
- (j) As of September 15th each member club can protect to a maximum of sixty-five (65) players ("Protected List"). Players eligible to be protected must be properly registered and have successfully completed CCES drug seminar.  
Players not protected as of September 15th are considered free agents
- (k) If a player on a CJFL Protected List chooses to play in any league deemed to be equal to or greater than the CJFL in caliber after the date rosters are frozen, that player will be ineligible for further CJFL participation during that season.

## 6. Tampering

- (a) No player can be contacted by another team, at any time, with the intent of recruiting said player
  - i Any team, club/team individual, executive, director, coach, trainer, manager, player, or associate can or may be charged with tampering
  - ii This action is deemed to be soliciting verbally or written or any other communication with a player or individual registered on club/team.
- (b) If a player contacts another team, without a Player Release from his original team, the new team must inform the player that he is in violation of player transfer rules and also inform him that they may not communicate with a player until he has a Player Release from his former team.
- (c) If a team is contacted under scenario #2 above, they must immediately contact the president of the original team to inform him of the fact that one of his players has contacted his team.

Contact must be made by:

- i Telephone - for immediate purposes
  - ii Letter - for documentation
  - iii Copy of all correspondence should also be sent to both conference registrars and Conference Presidents, the CJFL Registrar, and the CJFL Commissioner.
- (d) All teams should inform their players that they may not initiate communications with another team without a Player Release from his original team.
  - (e) The consequences of intra-conference tampering charges to be determined solely at the discretion of the Conference President.
  - (f) Inter-conference tampering charges to be determined solely by the CJFL Commissioner. His decision is final and conclusive and not subject to appeal
  - (g) The fine for tampering will be Three-Thousand Dollars (\$3,000.00)

## B. CCES DRUG-FREE PROGRAM

The CJFL opposes the use of banned and restricted doping classes and methods and will be proactive in the area of education to discourage their use. This is because banned substances, which artificially enhance performance in training and competition, are harmful to health and ethically wrong.

### 1. On-Line Seminar

- (a) The CCES On-line seminar must be completed no later than Wednesday midnight local time before first day of competition. Athletes who do not participate in the on-line seminar, in spite of efforts by the team to have them participate, will be deemed ineligible to compete in all exhibition, regular season and playoff games.
- (b) Players and Coaches will be required to submit proof of successful completion of the on-line seminar at time of registration. Failure to provide required information will render Player and or Coach ineligible to participate.
- (c) The final on-line seminar must have successful completion no later than midnight September 15 to be eligible for further play.

### 2. Positive Drug Test

- (a) **Any suspension resulting from a CCES positive drug test will result in an automatic minimum two games suspension. Two game suspensions are not appealable.**

## **C. PLAYING RULES**

All CJFL Conference and play-off games shall be played in accordance with the Canadian Amateur Rule Book for Tackle Football.

## **D. MISCONDUCT**

Any player, who is ejected from a game by the referee for an offense committed under the Rule for Rough Play in the Canadian Amateur Rules Book, is suspended automatically until his case has been acted upon by the Executive of the Conference concerned. The referee shall submit a complete written report of the incident on the back of the game sheet and shall forward such report to the authority concerned. The report shall give all details of the infraction leading up to the expulsion from the game. Wherever possible, a decision will be given as to the penalty to the player, or players involved, before the next game in which their team or teams participate.

## **E. GAME PROTESTS**

### **1. Game Officials Decisions**

- (a) There shall be no protest of a game based on a referee's (official's) decision or interpretation of the rules.

### **2. Conference Games**

- (a) Protests in Conference games and Conference play-off games shall be ruled upon by the Conference Executive.

### **3. Inter-conference Games**

- (a) Inter-conference play-off game protests shall be ruled upon by the CJFL Executive through the Commissioner.

### **4. Procedure**

- (a) Protest must be made in writing signed by the President of the protesting team or Conference.
- (b) The protest, with accompanying documentation outlining basis for protest shall be accompanied by a certified cheque or money order made payable to the CJFL in the amount of five hundred dollars (\$500.00). The cheque or money order shall be in the possession of the CJFL Commissioner within forty-eight (48) hours of the starting time of the game to which the protest relates.
- (c) The CJFL Executive shall make a decision concerning the protest as quickly as possible.
- (d) The decision shall be binding on both parties and no further communication shall be entertained.

### **5. Decision of Executive**

- (a) The game may be awarded to the team making the protest. They would be Awarded Victory The game score shall not be recorded.
- (b) The protest may be disallowed.

### **6. Results of Protest**

- (a) If the protest is disallowed, the protest fees of five hundred (\$500.00) shall be forfeited to the CJFL
- (b) All player statistics in the protested game shall be entered and recorded

## **F. GAME ROSTER**

### **1. CJFL Game Roster**

- (a) The official CJFL Game Roster is optional for all Conference and play-off games. Teams may use their own design providing all pertinent information is included.
- (b) The name of each player participating in a game shall appear on the Game Roster before the commencement of the game. No changes or substitutes may be made after the opening kick-

off. It is the responsibility of the scorekeeper to check the Game Roster before each game and to keep accurate records as required.

- (c) A copy of the Game Roster for each Conference game must be filed immediately following the game with the Conference Registrar and the Conference Statistician.
- (d) Game Roster for inter-conference play-off games must be filed with the Game Convenor.
- (e) Game Roster must contain the signature of one game official and a listing of all field officials who participate in the game.

## **G. INTERCONFERENCE PLAY-OFFS**

### **1. P.R. KIT**

Both teams are required to produce and have available the following. Copies should be sent to CJFL Media Representative as well as host Media Representative

- (a) Individual pictures of top players, quarterbacks, receivers, backs, kickers, defensive stars -- at least ten (10) pictures.
- (b) 40-man roster with name, age, position, weight, years played. (Numerical and Alphabetical)
- (c) Write ups on –
  - i Individual players
  - ii Team statistics (current season)
  - iii Team history

Any team entering inter-conference play-offs must have the above P.R. Kit ready ten days prior to Canadian Bowl and five days prior to other inter-conference games) to assist media advertising for the home team.

### **2. Team and Player Qualifications**

- (a) A Team must adhere to CJFL Protected List requirements and the player shall have fulfilled all registration requirements of the CJFL to be eligible for the CJFL play-offs.
- (b) Each Conference Secretary, Registrar or Game Convenor shall keep a file of all Game Rosters in order to check this requirement.
- (c) All teams and Conferences must pay CJFL dues or special assessments before play-offs begin and member should be in good standing. Failure to do so may result in suspension of eligibility for inter-conference playoffs and privileges granted at annual general meetings. Such a suspension must be approved by a simple majority of the CJFL Executive.
- (d) A maximum of forty (40) players that meet the registration requirements may dress for any inter-conference play-off game.

### **3. Play-offs in General**

- (a) The second Saturday in November will be the official date for the Canadian Bowl unless a change is requested at the Annual General meeting.
- (b) The CJFL Executive shall have final decision making authority over all inter-conference play-off games.
- (c) Teams wishing to challenge for the CJFL championship must be a member of a conference of the CJFL
- (d) The dates and locations of all CJFL sanctioned play-off games shall be determined at the CJFL Annual General Meeting.
- (e) When the CJFL championship game is played in the home park of the hosting team for the Eastern or Western final, there shall be a two-week interval between the inter-conference final and the CJFL championship game.

#### **4. Game Convener - Play-off Games**

- (a) By September 1st of each year the CJFL Commissioner shall appoint a Game Convener for each Inter-Conference play-off game.
- (b) It shall be the responsibility of the Game Convener to ensure that all rules and regulations are met by the participating teams.
- (c) The game expenses of the Game Convener shall be a charge against game expenses.
- (d) Provision of game venue.

#### **5. Home Team Inter-conference play-off Responsibilities**

##### **5.1 Off-field – CJFL Semi final (Jostens Cup)**

- (a) Hotel for visiting team to accommodate up to 50 people (17 rooms) (Hotel should have adequate meeting room space)
- (b) Recommendations for visiting teams to hold breakfast, lunch and dinner
- (c) Site to host Hospitality Room
- (d) Secure visiting team transportation (one bus) for use from airport to hotel, to practice / game site, to hotel, to Airport

##### **5.2 Off-field – Canadian Bowl**

- (a) Hotel for visiting team and CJFL Executive and team delegates. Should be able to accommodate up to 100 people. Back up Hotel is recommended
- (b) Meeting space for visiting team
- (c) Meeting space for CJFL AGM (approximately 40 people)
- (d) Facility to host Canadian Football Hall of Fame Luncheon and Press Conference (to accommodate approximately 60 people)
- (e) Banquet facility to accommodate approximately 300 people
- (f) Recommendations for visiting teams to hold breakfast, lunch and dinner
- (g) Site to host Hospitality Room
- (h) Secure visiting team transportation (one bus – 50 people) for use from airport to hotel, hotel to practice / game site, to hotel, to airport
- (i) Arrangements for transportation of CJFL Executive / Team delegate from airport to hotel and transportation to banquet if off site, and game

##### **5.3 Game Facility – CJFL Semi-final (Jostens Cup)**

Stadium should have adequate washroom facilities for spectators, concessions, public address system and public vehicle parking. Should also provide close secure parking area for visiting team's bus and or support vehicle. No team shall have unequal spotting facilities or equipment.

Any equipment that is not available to both teams shall not be used by either team.

- (a) Regulation Canadian field with padded posts, appropriate line markings with hash marks
- (b) Scoreboard with time clock
- (c) Equal change room facilities with showers for both teams
- (d) Change Room facilities with showers for the game officials

- (e) Practice site if game field cannot be used for visiting team practice
- (f) Access to game field for either practice or walk around
- (g) Change Room facilities with washrooms for CCES personnel and players who are chosen for drug testing
- (h) Spotters box for both teams (should be able to accommodate up to two coaches, located on the sideline, of equal height.
- (i) Statisticians box to accommodate up to four people on the sideline. Facility should be at least twenty-five feet high. Should protect occupants from inclement weather, and have power provided to run electronic equipment
- (j) Announcers location to accommodate two (2) game announcers and two-four (2-4) Internet / Radio Broadcasters
- (k) Head set for visiting teams (should be a set for both offense and defense)
- (l) Pre-determined sidelines (benches) for both teams. Preferably on opposite sides of the field.
- (m) Bench areas should be properly marked with barriers and adequate security personnel to keep spectators from the bench areas.
- (n) Night Game (appropriate lighting)
- (o) Table to display trophies and awards. Should be covered out of the elements
- (p) The home team shall arrange their own transportation for their players to and from the field.
- (q) The home team shall be responsible for the printing of game program and shall keep all funds from the program.

Game Officials, seven (7) man crew, Stick Crew and Timer should be arranged through the Conference who hosts the game and the local or contracted Officials Association

### **5.3 (i) Game Facility - Canadian Bowl**

Stadium should have adequate washroom facilities for spectators, concessions, public address system and public vehicle parking. Should also provide close secure parking area for visiting team's bus and or support vehicle. No team shall have unequal spotting facilities or equipment.

Any equipment that is not available to both teams shall not be used by either team.

- (a) Regulation Canadian field with padded posts, appropriate line markings with hash marks
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- (f) Access to game field for either practice or walk around
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Game Officials, seven (7) man crew, Stick Crew and Timer should be arranged through the Conference who hosts the game and the local or contracted Officials Association

#### **5.4 Off-field Personnel – CJFL Semi-final (Jostens Cup) and Canadian Bowl**

- (a) Ticket sellers and takers
- (b) Security personnel / adequate police
- (c) P.A. Announcer
- (d) Home Team Physician
- (e) Videographer
- (f) Photographer
- (g) Two (2) ball boys (with adequate towels)
- (h) Three or four official CJFL Footballs (unless provided by CJFL)

#### **5.5 Visiting Team Play-off Responsibilities**

- (a) Visiting Team shall wear white or lighter coloured jerseys
- (b) The visiting teams shall forward, as soon as possible, a P.R. kit containing the names and numbers of their players, with age, height, weight, and position. The visiting team's uniform colors shall be included. Also, pictures and other items of interest which may be used to publicize the game should be included.

#### **5.6 Host Team Financial Responsibility – Canadian Semi Final (Jostens Cup)**

- (a) Per Diem to Visiting Team starting twenty-four hours (24) prior to game. This includes meals and accommodation Amount to be determined by CJFL Treasurer
- (b) All other expenses as outlined in Rule J 3

#### **5.6 (i) CJFL Financial Responsibility – Canadian Semi-Final (Jostens Cup)**

- (a) CJFL will cover cost of transportation of visiting team including all bus costs while in host city
- (b) CJFL will cover the first twenty-four (24) hours per diem for visiting team.

#### **5.7 Host Team Financial Responsibility – Canadian Bowl**

- (a) Pay per diem to visiting team beginning forty-eight (48) hours prior to game. This includes meals and accommodation until visiting team exists city. Amount to be determined by CJFL Treasurer.
- (b) Pay for bus transportation for visiting team upon arrival in host city.

- (c) All other expenses as outlined in Rule J 3

### **5.7 (i) CJFL Financial Responsibility – Canadian Bowl**

- (a) CJFL will cover costs of travel and accommodation for visiting team until arrival and after departure inclusive of any such costs between departure from the host city and what is considered the final departure destination.
- (b) CJFL will not cover cost of visiting team while at host city
- (c) CJFL will cover cost of travel and accommodation for, CJFL executive, Outstanding Player nominees. and other dignitaries as specified year to year
- (d) Each conference is responsible for the travel of their coach of the year to the host city, however when at host city, CJFL will cover accommodation costs, meals and event tickets
- (e) CJFL will contribute One-Thousand dollars (\$1000.00) towards hospitality

## **H. PLAY-OFF OFFICIALS**

- (a) The appointment of game officials for CJFL inter-conference play-offs and the Canadian final shall be the responsibility of the Commissioner.
- (b) The Host Conference shall arrange for qualified minor officials with the local official association.
- (c) Officials' game fees for all CJFL play-off games shall be determined on an annual basis by the CJFL Executive at the Executive meeting. Costs will be based on seven (7) game officials, timekeeper and yard stick crew.
- (d) The visiting Conference may fund, at their own expense, the travel of two officials. The Visiting Conference will cover airfare, accommodation and per diems. Such official's positions on the field will be arranged by the officials association of the hosting conference. Notification to the Host Conference and Commissioner by Sept. 15 of the playing season.

## **I. Tie Games**

The Canadian Amateur Rule Book for Tackle Football overtime rule, will be used in all CJFL inter-conference play off games

## **J. PLAY-OFF FINANCIAL ARRANGEMENTS**

### **1. Game Convenor's Report**

- (a) At the conclusion of each inter-conference play-off game the Game Convenor shall forward to the CJFL Treasurer by December 31 or a mutually agreed date the following:
  - (i) A complete breakdown of total game receipts giving the number of adult, student and children's tickets sold.
  - (ii) A documented statement, supported with official receipts, for each expenditure paid as outlined under "Allowable Game Expenses".
  - (iii) A cheque made payable to the CJFL for the net proceeds of the game.
  - (iv) A documented breakdown of all income and expenses as related to the play-off game.
  - (v) Play-off Game Split
- (b) If there is a net profit then the split will be 60% to the CJFL and 40% to the host conference or team. The CJFL Treasurer will forward any share of the proceeds to the appropriate conference or team. As in 1(a) iii, the net proceeds must be forwarded in total to the Treasurer and or/ Executive for review and approval prior to any distribution.

### **2. FORMAT FOR PLAY-OFF GAMES**

The CJFL Commissioner or designate, and his Executive are responsible for the inter-conference and national game

arrangements, allowable expenses, gate receipts, etc. The Commissioner may delegate the pre-game arrangements, but the responsibility of costs incurred remains his duty.

- (a) Allowable Expenses - See J 3. No other expenses (i.e. heaters) will be allowed unless approved by the Commissioner or his delegate.
- (b) Non Allowable Expenses – See J 4
- (c) Receipts - Home team delegate must provide receipts with financial statement.
- (d) NOTE: All grants donated to the host team or Conference or obtained for operating the game (i.e. Provincial grants through amateur bodies or corporate donations for game allowable expenses) will become part of the revenue of the play-off game.
- (e) Play-off Games -- Minimum gate admission must be \$15.00; however, "blocks" of tickets of more than 50 can be sold at a reduced rate.

All radio, television, movie or other rights shall remain the property of the CJFL All arrangements for broadcast rights must be approved by the CJFL Commissioner. Any and all proceeds from radio, television, movie or other grants must be reported to the Game Convenor and shall be included as part of the game receipts for the game.

### **3. Allowable Game Expenses**

- (a) The Game Convenor and local team officials shall make every possible effort to keep the allowable game expenses to an absolute minimum.
- (b) Allowable Expenses are: Park rental; local taxes; ticket printing; rental of two sets of headsets per team; game balls (if not donated); per diem allowances; ticket takers and sellers where not included in the park rental fee; charges for police security; Game Convenor's expenses and game officials.
- (c) The home team shall be allowed a maximum of \$500.00 each pertaining to advertising and promotion and half time entertainment for all inter-conference playoff games other than the Canadian bowl. For the Canadian Bowl \$1000.00 shall be allowed for advertising, promotion, and \$500.00 for half-time entertainment. Furthermore, the Commissioner or Game Convenor shall approve such half-time expenses.
- (d) Transportation for the visiting team and their equipment arriving by air or rail for all sanctioned CJFL play-off games shall be:
  - (i) Transportation for a maximum of 50 personnel and their equipment to meet the following:
    - Transportation from departure site to Hotel.
    - Transportation to and from Hotel to practice field as required by the arrival date as decided at the Annual General Meeting.
    - Transportation to and from the Hotel to game field.
    - Transportation from Hotel to departure site.
  - (ii) All other transportation requirements shall be charged to the visiting team.
- (e) The visiting team's bus transportation from their home park to the closest airport may be allowed if necessary and approved by the Commissioner, or Game Convenor.
- (f) The expenses for a doctor and/or ambulance at the game are permissible.
- (g) A pre-game meal for the host team shall be allowed and shall not exceed \$500.00.
- (h) In addition to the expenses allowable by the regulations there may be additional expenses that may be approved by the CJFL Commissioner or Game Convenor.
- (i) Additional expenses to the pre-approved expenses must be received by the CJFL Treasurer and CJFL Commissioner no later than December 31

### **4. Non-Allowable Game Expenses**

- (a) The following are non-allowable game expenses unless authorized by the Game Convenor: medical expenses; bench heaters, more than one set of headsets.
- (b) The Banquet of Champions is not an expense or revenue.
- (c) The Breakfast or Luncheon is not an expense or revenue.
- (d) Souvenirs are not an expense or revenue.
- (e) Hospitality is not an allowable expense. The CJFL will pay up to \$1000.00 for a hospitality room at the

Canadian Bowl. This will be a budgeted item and not a game expense (Host Committee will be responsible for the set up of the hospitality room.)

## 5. Travelling Expenses

- (a) The C.J.F.L. Executive in conjunction with its approved travel agent shall be responsible for the making of all travelling arrangements for inter-conference games and the CJFL championship game. All trips considered less than 14 hours in duration shall be by 55 passenger bus unless otherwise approved by the Commissioner. A meal allowance of \$350.00 per meal based on a minimum of four hours of travel shall be allowed.

**Note** – if the travelling team requests to book their own travel arrangements, and permission is granted by the Commissioner to do so, the CJFL Treasurer will determine what the travelling team will be reimbursed

- (b) Travelling team expenses start as close to 48 hours prior to the game or as arrival on site as determined by the CJFL Executive. The travelling team(s) attending the National Final must be in the host city at least 48 hours before game time unless otherwise authorized by the CJFL Commissioner or Game Convenor.
- (c) All per diem money paid shall be recorded as part of the game expense.
- (d) All per diem money due to the travelling team and host conference team for a pre - determined site shall be paid by the Game Convenor to the travelling team(s) within five (5) business days. The cost of accommodation shall be deducted from the per diem and be paid directly to the CJFL or Hosting Hotel. Any remaining per diem shall be paid directly to the visiting team.
- (e) The per diem allowances to the travelling club(s) shall be based on the following:
- (i) Party shall consist of maximum of 50
  - (ii) Daily allowance of \$75.00 per day per individual
  - (iii) If a team arrives before breakfast -- \$75.00
  - (iv) If a team arrives between breakfast and lunch -- \$65.00
  - (v) If a team arrives between lunch and dinner -- \$55.00
  - (vi) If a team arrives after dinner -- \$35.00

Such per diems shall be reduced by \$20.00 per individual attending the Banquet of Champions

- (f) All teams must depart on the first available means of transportation as arranged by the CJFL and / or its agent. Any other means of transport or time of departure must be approved by the CJFL Executive. The host conference will only be responsible for per diems from the time of the arrival to time of departure as documented by the CJFL Treasurer.

Meal Breakdown:  
Breakfast - \$10.00  
Lunch - \$10.00  
Dinner - \$20.00

(Note: the per diem shall be based on \$35.00 per player for hotel room, 4 players per room, thus room cost will be \$140.00 including taxes.)

- (g) All expenses must be approved by the CJFL Game Convenor or CJFL Executive

## K. CHAMPIONSHIP TROPHIES

### 1. Trophies and Awards

- (a) Canadian Bowl - Canadian Championship
- (b) Gillespie Trophy - Western Canada Championship
- (c) Jostens Cup - CJFL Semi-Final
- (d) John M. Bannerman Memorial Trophy - Most Valuable Offensive Player in Canadian Championship
- (e) Paul Kirk Memorial Trophy - Most Valuable Defensive Player in Canadian Championship
- (f) Peter Dalla Riva Outstanding Offensive Player of the Year in CJFL
- (g) Larry Wruck Outstanding Defensive Player of the Year in CJFL

## **2. Presentation of Awards**

- (a) The awards listed in paragraph I are the only official Awards under the jurisdiction of the CJFL that shall be presented during the CJFL Championship series.
- (b) The trophies shall be presented at the completion of each applicable game.
- (c) Outstanding Player Awards to be presented at the Banquet of Champions

## **3. Administration of Awards**

- (a) The CJFL trophies will be administered and insured by the Canadian Football Hall of Fame and Museum. The executive will arrange for the transportation of the trophies to the location where the respective games are played.
- (b) The trophies will be returned immediately after the game or event, or, with previous arrangement – ie Canadian Bowl taken by winning team for a specified period of time to the Canadian Football Hall of Fame for display
- (c) Teams may apply to the CJFL Media Coordinator who will make arrangements with the Hall of Fame for the borrowing of specific trophies for a limited period of time.
- (d) The player of the year nominee's highlights & write-ups must be in the hands of the CJFL Media Coordinator before the Intergold Cup game (CJFL Semi Final game). Any necessary information required for the presentations at the Banquet of Champions must be in the hands of the CJFL Media Coordinator before the Intergold Cup (CJFL Semi Final game).
- (e) Player videos should be no longer than 90 seconds long
- (f) Rules and Regulations concerning the selection of the All-Canadians and Major Award winners – see Appendix A

## **L. FILMING OF GAMES:**

Film exchange for the CJFL Semi-Final and Canadian Bowl to be determined at CJFL Executive Meeting

### **1. Conference Games**

- (a) Each conference is responsible for its own film exchange during the season

### **2. Inter-conference Play-off Games**

- (a) Play-off teams shall be permitted to film or video tape any play-off game.
- (b) Each game shall be videotaped by the hosting conference. Such videos shall be transported the next business day to appropriate CJFL conference contacts by air express or other mutually agreed to means of exchange or shipment for guaranteed delivery by noon of the following day.
- (c) The videos referred to in (b) shall be:
  - (i) of professional quality; and
  - (ii) taken from sufficient height on the sideline to show complete offensive and defensive formations throughout a play.
- (d) A failure to comply with the foregoing provisions shall subject the offending conference to a \$500.00 fine.
- (e) A maximum of \$500.00, from CJFL funds (Game Expense), shall be used for the video taping of each inter-conference play-off game other than the Canadian Bowl game. Any additional expenditure must be approved by the Game Convenor in advance of the game.
- (f) The CJFL championship game for the Canadian Bowl shall be video taped and kept in the CJFL library.

## **M. DRESS CODE**

## **1. Uniform**

A team is required to dress in a professional manner and shall be subject to penalty if any of its players fails to comply with the following:

- (a) The team sweater shall be tucked inside the top of the pants and shall remain tucked in throughout the game. If the sweater is pulled out during the game, the player will be required to tuck it in during a break in the play. The sleeves of the short sleeved team sweater shall not be shorter than  $\frac{1}{4}$  of the regular sleeve length. The sleeves of a long sleeved undershirt worn beneath the short sleeved team sweater same colour as the solid colour in the upper part of the sleeve of the main sweater or one of the team colours in the main body of the sweater. All players who wear such undershirts shall wear the same colour.
- (b) Uniform stockings shall be worn in such a manner that no part of the player's knee or leg is exposed. A white sock shall be worn outside the uniform stocking provided that the team colours are clearly visible.
- (c) Protection gear shall be worn underneath the team sweater, pants and stockings.
- (d) The knee area of the uniform pants shall not be cut away, tucked in or altered in a manner, which exposes the knee, and the pants shall overlap the team stockings below the knee.
- (e) White tape may be used on wrists and hands but tape used on shoes, stockings, or any part of the uniform shall be of the same colour as the equipment covered. If during a game a player is injured in such a manner that he requires the exterior application of tape to his uniform to enable him to play such will be permitted as a temporary remedy only, and it shall be the responsibility of the club to remove such tape at the first opportunity during the game.

Penalty: The offending player shall be removed from the game until his uniform conforms to the above standards. Substitutions shall be permitted.

## **2. Equipment and Tinted Visors**

- (a) No player shall wear equipment of any kind, which may injure the opponent, except as necessary in the manufacture of protective equipment. The referee may have removed from the game any player who is wearing equipment, which in his opinion endangers the opponents.
- (e) All players numbers must conform to those listed on the Game Roster. Players shall retain the same numbers throughout the game except when permission to change is given by the referee. Where a sweater is torn the referee shall allow reasonable time for a substitution, but any change in number must be reported to the scorer.
- (f) All eye shields (visors and or glasses) must be clear.

Penalty: The offending player shall be removed from the game until the illegal equipment is replaced. Immediate substitutions will be made but the game shall not be delayed.

## **N. TEAM HEAD TRAINER/THERAPIST**

The CJFL requires that all member teams have a first responder as a minimum requirement when assessing trainer / therapist qualifications

## **O. HARASSMENT POLICY**

The CJFL accepts responsibility and is committed to providing a sport and work environment in which all individuals are treated with respect and dignity. As such, the CJFL will follow the policy as laid down by Football Canada in 1997 and adhere to any subsequent policy changes as issued and received.

## **P. C.F.L. DRAFT**

The CJFL shall permit, encourage, and cooperate fully in the organization of a graduating player draft by the Canadian Football League (CFL).

## **Q. COACHING CERTIFICATION**

The CJFL supports the National Coaching Certification Program (NCCP) and encourages all coaches to participate.

## **1. REQUIREMENTS**

- (a) The following is the minimum levels accepted by the CJFL  
2002 - One coach Level III Technical, two coaches Level II Technical, all other coaches Level I Technical and all coaches with a Level I Theory.
- (b) Teams are to forward their complete coaching lists including name, full address, phone and cell numbers as well as the current levels of certification for each coach plus their passport number (certification number) to the CJFL Commissioner or designate by July 1st. Proof of successful completion of the CCES On-line Seminar must also be submitted at this time.
- (c) As part of the Certification process, all CJFL Coaches will be required to complete the CCES On-line Drug Education Seminar to be eligible to coach. Coaches joining a team subsequent to the July 1st deadline must complete their CCES On-line Seminar by Wednesday midnight local time before the first game in which they participate.
- (d) Teams can apply to the Commissioner or designate for a hardship exemption for new coaches who have not been active in the CJFL for a minimum of two years.
- (e) Coaches who received a hardship exemption must meet the minimum coaching certification levels by July 1st of the following year. Extension of the hardship exemption will be considered for extenuating circumstances. This must be forwarded in writing to the Commissioner or designate by July 1st.

## **2. SANCTIONS**

- (a) Failure to file a certification list by the designated time will result in a \$100.00 fine.
- (b) Coaches that do not meet the minimum certification levels and had been granted a previous hardship exemption will not be eligible to coach in the CJFL
- (c) Coaches without the minimum coaching certification will not be eligible for CJFL Awards
- (d) Teams who controvert the coaching guidelines under this section shall be suspended from league play until the said individual(s) meet the requirements

## **R. COACHES ASSOCIATION**

All coaches currently coaching with a team in the Canadian Junior Football League are automatically members of the CJFL Coaches Association.

- (a) Coach will abide by the Rules and Regulations of the Canadian Junior Football League
- (b) Coach will abide by the By-Laws of the CJFL Coaches Association (Appendix B)
- (c) Coach will abide by the CJFL Coaches Code of Ethics and Code of Conduct (Appendix B)

## **S. FINES**

Fines levied by the CJFL Executive and/or Commissioner may be appealed not later than 30 days prior to the Annual General Meeting. The Executive shall rule on such appeals and their decision shall be final.

## **T. RULES AND REGULATIONS**

- (a) The foregoing Rules and Regulations are binding on all teams and Conferences. Failure to abide by the rules and regulations may result in fines and or immediate suspension.
- (b) In the event of inconsistency between conference rules and regulations and the CJFL Rules and Regulations, the CJFL Rules and Regulations shall prevail.

## U. SOCIAL MEDIA POLICY and GUIDELINES

See Appendix C

### APPENDIX – A

#### **RULES & REGULATIONS CONCERNING THE SELECTION OF OUTSTANDING PLAYERS AND ALL-CANADIANS**

##### **OUTSTANDING PLAYER NOMINEES**

1. To be considered for a Canadian Junior Football League (CJFL) Outstanding Offensive Player of the Year Award or Outstanding Defensive Player of the Year Award, the nominee from each participating conference of the CJFL must be a member of that conference's All-Star Team. (All-Star Team refers to the conference's First All-Star team if the conference selects more than 1 team or an all-rookie team)
2. If a conference's nominated player fails to qualify as per #1, he shall not be considered for a national award.

##### **ALL-CANADIAN SELECTIONS**

The rules listed below are based on the assumption of a three conference CJFL. Should the number of conferences change in the future, these rules may have to be revised.

1. The following conference All-Star selections are automatic selections to the All-Canadian team unless and until one of the noted exceptions applies in a particular year.
  - (a) Outstanding Offensive Player of the Year
  - (b) Outstanding Defensive Player of the Year
  - (c) Outstanding Offensive Lineman of the Year
  - (d) Outstanding Defensive Lineman of the Year
2. The All-Canadian team shall consist of the following players unless one of the noted exceptions applies in a particular year.
  - (a) **Offense:** five (5) offensive linemen, four (4) receivers, two (2) running backs, one (1) quarterback, one (1) place kicker and one (1) return specialist.
  - (b) **Defense:** four (4) defensive linemen, three (3) linebackers, five (5) defensive backs and one (1) punter

##### **EXCEPTIONS**

1. If each of the 3 conferences selects a running back as its' Outstanding Offensive Player of the Year, the offensive team automatically includes three (3) running backs and three (3) receivers.



2. If there is more than one (1) quarterback nominated for Outstanding Offensive Player of the Year, because of the nature of the position, only one (1) shall be selected to the All-Canadian team, while the others will be honoured at the Banquet of Champions prior to the Canadian Bowl. The selection of the quarterback shall be done in the same manner as other, non-automatic, positions. If the Outstanding Offensive Player of the Year Award is won by a quarterback (assured with three (3) quarterback nominees), then that player automatically becomes the All-Canadian quarterback.

## APPENDIX – B



### **Canadian Junior Football League Coaches Association**

#### **Mission Statement**

***The Canadian Junior Football League Coaches Association represents the community of coaches dedicated to coaching advocacy through Education, Professionalism and Community. Demonstrating the ethics and excellence of coaching, the Association works to show that coaching helps people succeed***

The Canadian Junior Football League Coaches Association from this point forward will be called the "Association". The Association will follow and abide by current CJFL Rules and Regulations, CJFL Constitution, CJFL Coaches Code of Ethics and CJFL Coaches Code of Conduct with the following added:

#### **Purpose**

- a) First and foremost, the Association will promote, protect and advance the game of football and its ideals at the junior level
- b) The Association will strive to establish closer cooperation, good fellowship and social contacts among coaches throughout the CJFL as well as at the High School and Community levels.
- c) The Association is to maintain the highest possible standards in football and the coaching of football to provide a forum for the discussion and study of all matters pertaining to football and coaching.
- d) The Association will strive to make the game as safe and entertaining as possible through the rules of play.
- e) The Association will have a strong voice in the rules affecting player safety, the game of football and its programs.
- f) The Association will exchange freely, information on coaching methods and techniques.

## OBJECTIVES

- a) To cooperate and align with existing Coaches Associations at the National and Provincial levels.
- b) To secure a better understanding of the problems of Junior, High school and Community coaching and to place at the disposal of these coaches sources of information.
- c) To have all Association coaches achieve the highest level of certification that is available.
- d) To have a positive voice with the CJFL Board of Directors and Member Teams.
- e) To promote the advancement of coaches to the next level.
- f) To take a leading role in the organizing and actively instructing certification clinics for CJFL, High School and Community coaches.
- G) To bring to the members the latest of methods and techniques of teaching football.

## Membership

There shall be three classes of membership:

**ACTIVE:** Only coaches from the CJFL who are actively engaged in coaching a team in the CJFL. A Head Coach shall represent his entire staff and team with membership each year.

**ALUMNI:** Available to retired coaches who still desire to contribute to the game of football in CJFL. Responsibilities for these members can include but are not limited to the promotion of coaching in the community and coaching award nominations and selection.

**ASSOCIATE:** Available to friends of the association for their cooperation in promoting the game and coaching across the CJFL. This could include, but is not limited to, collegiate staffs for their efforts to recruit CJFL athletes and coaches, the business community and sponsors in their efforts to engage the coaching community and/or the support of High School and Community coaches

## Membership Dues

Dues and fees are at the discretion of the CJFL Board of Directors and Association members in good standing. Dues will be based on the needs and opinions of the membership.

## Association Officers

The officers of the Association shall be active Association members, or a member of a Conference Board of Directors who is so approved or appointed or appointed by the Association. The Officers shall consist of the President, 1<sup>st</sup> Vice-President and 2<sup>nd</sup> Vice-President.

The term of the **President** shall be for one year and is the member whose conference hosts the current year's Canadian Bowl.

The **1<sup>st</sup> Vice-President** shall be the member whose conference will be hosting the Canadian Bowl in the following year.

The **2<sup>nd</sup> Vice-President** shall be a member whose conference will be hosting the Canadian Bowl in two-years hence.

All Association meetings and correspondence shall be recorded by an appointed and approved Secretary and submitted to the CJFL Commissioner or designate.

## CJFL Annual General Meeting

The Officer of the Association whose Conference hosts or is the site of the Annual General Meeting of the CJFL will be eligible to attend the CJFL AGM on behalf of the Association.

## Voting Privileges

All Active members of the Association in good standing will be entitled to one vote on Association matters. To be considered in good standing, Active members of the Association must register with the CJFL by providing all contact information as well as completion of the CJFL approved CCES On-Line Drug Seminar and be certified as per CJFL Rules and Regulation requirements re Certification or currently enrolled in a CJFL Football Canada approved Certification course



## **Canadian Junior Football League**

### **COACHES CODE OF ETHICS**

**Purpose:** This Code of Ethics and Code of Conduct have been developed to promote and protect the best interests of the game of football and that of the Canadian Junior Football League. The primary purpose is to clarify and distinguish ethical and approved professional practices from those that are detrimental. Its secondary purpose is to emphasize the purpose and value of football and to stress proper functions of the coaches in relation to the CJFL, its teams, players and the public.

The ultimate success of the principles and standards of this code depend on all the CJFL Coaches to implement and support the CJFL Code of Ethics and Code of Conduct as well as the Rules and Regulations of the CJFL and that of their own Conference and Team. As well to conduct themselves in a manner that instills trust and confidence in the CJFL.

The reputation and integrity of the Canadian Junior Football League is maintained when all Members act, and are seen to act, in a way which is of the highest standard of professional ethics

**COACHES:** It is the responsibility of all Coaches to ensure they are up to date on all the latest coaching techniques by attending clinics and that they also meet the certification requirements as set down by the CJFL. Coaches must also ensure that players under their care comply with the rules and regulations of the game and that of their Conference and CJFL.

**Respect For Others:** The principle of respect challenges Coaches to act in a manner respectful of the dignity of all participants in sport regardless of their connection to the sport. Fundamental to this principle is the basic assumption that each person has value and is worthy of respect.

**Responsible Action:** The principle of responsible action carries a basic ethical expectation that the activities of the Coaches will benefit society in general and participants in particular and will do no harm. Fundamental to the implementation of this principle is the notion that each Coach is responsible for the consequences of their actions or inactions.

**Integrity:** Integrity means that Coaches are expected to be honest, sincere, and honourable in their relationships with others. Acting on these values is most possible when Coaches possess a high degree of self-awareness and the ability to reflect critically on how their perspectives influence their interactions with others.

#### **ARTICLE ONE**

##### **(b) Responsibilities to Players**

In their relationship with players under their care, Coaches should always be aware of the tremendous influence that they wield. The Coaches, through their own example must always be sure that the young men who have played under them are finer and more decent men for doing so. The Coach should never place the value of a win above that of instilling the highest desirable ideals and character traits in their players. The

safety and welfare of their players should always be uppermost in their mind and they must never be sacrificed for any personal, prestige, or selfish glory.

In teaching the game of football, the Coach must realize that there are certain rules designed to protect the player and provide common standards for determining a winner and a loser. Any attempts to circumvent these rules, to take unfair advantage of an opponent, or to teach deliberate unsportsmanlike conduct, have no place in the game of football. The Coaches should set the example for winning without boasting and losing without bitterness. Coaches who conduct themselves according to these principles, need have no fear of failure, for in the final analysis, the success of a Coach can be measured in terms of the respect they have earned from their own players, as well as their opponents.

Prompt and professional medical attention is a responsibility of each organization. The diagnosis and treatment of injuries is a medical problem; a Coach should not involve himself with the diagnosis of any injury. It is important that a solid, independent and competent program of diagnosis and treatment be established and that the Coaches support such a program in the best interest and well-being of their players, and the most minute details of a physician's orders are carried out.

Under no circumstances should a Coach authorize or tolerate the use of illegal or performance enhancing drugs. All medicines used by athletes should be under the direction of a physician or other appropriate medical personnel.

All Coaches should know and understand rules of eligibility and not violate any rules that would jeopardize their organization or players under their direction.

## **ARTICLE TWO**

### **(c) Responsibility to the Organization**

Coaches shall conduct themselves as to maintain the principles, integrity and dignity of their organization and the CJFL.

The Coach should maintain a professional and positive relationship with their organization. A Coach should not exert pressure on his organization to allow players to participate who are not eligible.

The Coach should constantly be alert to see that their program is being conducted and promoted properly. Coaches should lend their experience and training to their association in the solution of football problems. Where differences of opinion arise within an organization, discretion should be exercised in airing such differences outside of the organization's meetings.

It is highly important that Coaches privately and publicly support the CJFL, their Conference, and their organization in all policies, rules and regulations regarding football.

## **ARTICLE THREE**

### **(d) Rules of the Game**

The Points of Emphasis, which appear in the Canadian Amateur Football Rulebook, shall be considered an integral part of this Code of Ethics and should be carefully read and observed.

Each Coach should be acquainted thoroughly with the rules of the game. He is responsible for having the rules taught to, interpreted for, and executed by his players.

Coaches must adhere to both the letter and the spirit of the rules.

Coaches, who seek to gain any advantage by circumvention, disregard, or unwillingness to learn the rules of the game, are unfit to be associated with the CJFL and football. A Coach is responsible for adherence of the rules by all parties directly involved with the team. The integrity of the game of football rests mainly on the shoulders of the coach; **THERE CAN BE NO COMPROMISE.**

A Coach must remember always that IT IS NOT the purpose of football to hurt or injure an opponent by legal or illegal methods.

A Coach is responsible for ensuring that the players do not feign injuries in order to gain an advantage not intended by the rules. An injured player must be given full protection under the rules. The feigning of an injury by an uninjured player for the purpose of gaining additional undeserved time for his team is dishonest, unethical, unsportsmanlike, and contrary to the spirit of the rules. Such tactics are a discredit to players and Coaches and have no place in the actions of a person of integrity.

**Good Sportsmanship:** Habit formation is developed on the practice field. Where organizations permit, encourage, or condone performance that is dangerous to an opponent, they are derelict in their

responsibility to teach fair play and good sportsmanship. This aspect must be attacked just as vigorously as the teaching of offence and defense, and to the players it is far more important than all the technical aspects of the game combined. Any Coach who fails to stress this point, or who permits, encourages or defends the use of unsportsmanlike tactics shall be considered guilty of the most serious breach of football ethics.

## **ARTICLE FOUR**

### **(e) Officials**

No competitive contest can be played satisfactorily without impartial, competent officials. Game officials must have the respect and support of Team Officials, Coaches, and players. On and off the record criticism of game officials to players or to the public shall be considered unethical.

There should be a cooperative relationship between Member organizations and officials' associations, with frequent interchange of ideas and suggestions. Coaches should, whenever possible, accept invitations to attend officials' rules meetings. Similarly, Coaches should extend invitations to officials to discuss rule interpretations with their teams, and on occasion to officiate at scrimmages for mutual benefits.

It should be recognized that slow motion study of controversial decisions by game officials is far different from on the spot decisions that must be made during the course of a game. To show such critical plays and to purport incompetence by an official as it relates to those controversial plays must be considered unethical conduct.

On game day, officials should be treated in a courteous manner. Conferences between Coaches and game officials shall always be conducted according to procedures established by the CJFL, its Member Conferences or the officials association. In every respect, the Official Rule Book shall be followed in coach-official relationships, on the field, during, and following the game. For a Coach to address, or permit anyone in the bench area to address uncomplimentary remarks to any game official during the progress of the game, or indulge in conduct which might incite players or spectators against the game officials, is a violation of the rules of the game and must like-wise be considered unworthy of a member of the CJFL.

## **ARTICLE FIVE**

### **(f) Public Relations**

Members of the news media should be treated with courtesy, honesty, and respect. Derogatory and misleading statements should be avoided. Direct questions should be answered honestly or not at all. If good judgment indicates an honest would be prejudicial to the best interests of the game of football and the CJFL, ethical procedure demands that the question not be answered. In such instances, "*I would rather not discuss it at this time*" or "*No comment*" is justifiable.

Coaches should assume the responsibility of teaching their players how to conduct themselves in interviews in the best interest of football and their respective organization.

Coaches should endeavour to keep personal matters, injuries, or disciplinary problems relating to the team as private as possible while acknowledging the need to respond to questions from the media.

Coaches should avoid talking negatively in public about other CJFL Member teams, the Conferences, game officials or CJFL.

Coaches should avoid talking in public about unethical recruiting and illegal game tactics.

## **ARTICLE SIX**

### **(g) Scouting**

Direct exchange of film is encouraged by the CJFL.

It is unethical conduct to violate CJFL and Conference rules on the exchange of film.

It is unethical to make available to any individual or team any video or film in which your team does not appear unless prior arrangements have been made in writing.

## **ARTICLE SEVEN**

### **(h) Recruiting**

All CJFL rules pertaining to player eligibility shall be strictly observed. The Head Coach must accept total responsibility for the activities of all of his assistant coaches.

It is against the rules to recruit a player who is currently registered with another member team of the CJFL. The player must be properly and officially released from his team before he can be recruited.

Negative recruiting is a serious breach of ethics by any Coach. In discussing the advantages of their own team, the Coach must confine his statements to an honest and forthright presentation of the facts. Derogatory and / or slanderous statements about other teams, its coaches, administrators, or players will not be tolerated. Only the Coaches who understand and commit their actions to observing this concept can further enhance the image of the CJFL.

It is unethical for any Coach to make statements to any prospective athlete that knowingly cannot be fulfilled.

## **ARTICLE EIGHT**

### **(i) Game Day and Other Responsibilities**

It is vitally important that Coaches' actions and behaviour at all times bring credit to themselves, the CJFL, their organization, and the game of football.

Image is everything. Under CJFL rules, teams must be dressed in a uniform manner with socks pulled up and jerseys tucked into the top of the pants. It is important that Coaches and bench personnel also be attired in a uniform manner.

As the CJFL is striving to portray a professional image, everyone should be dressed the same. **IT DOES MAKE A STATEMENT.** Look at what your team is wearing. Is that the kind of statement that you want for your organization?

Before and after the game, rival Coaches should meet and exchange friendly greetings.

During the game, Coaches should act in a controlled and professional demeanor so as not to make themselves conspicuous; the center of attention should be the game and the players. Coaches should interact with their players in a respectful, non-degrading manner while encouraging them to perform at their highest level. The attitude of the Coaches toward game officials should be on a respectful, professional, and controlled level of communication. The Head Coach must accept the responsibility for his sideline and game behaviour of all his players and bench personnel regarding action towards fans, game officials, as well as the players and coaches of the opposing team.

In the interest of enjoyment and growth of the game, Coaches should encourage the type of fan support that is conducive to producing an environment of good sportsmanship and healthy competition.



*"A Canadian Tradition Since 1883"*

## **Canadian Junior Football League**

### **CODE OF CONDUCT**

- Respect the rights, dignity and worth of others.
- Be fair, considerate and honest in all dealings with others.
- Be professional in, and accept responsibility for your actions or inactions.
- Be aware of, and maintain, an uncompromising adherence to, the standards, policies, and the rules and regulations.
- Operate within the Constitution, Rules and Regulations, Policies and Procedures of your own Conference as well as those of the CJFL.
- Understand the possible consequences of breaching the CJFL Code of Ethics and Code of Conduct.
- Comply with all the Rules and Regulations of each Conference and CJFL.
- Refrain from any form of abuse towards others.
- Refrain from using any obscene language.
- Refrain from any form of harassment towards others.
- Refrain from any form of discrimination towards others.
- Refrain from any form of victimization towards others.
- Reject corruption, drugs, racism, violence and other dangers to our sport.
- Promote the interests of the CJFL and Junior Football in general.
- Do not provide comments to any media, or publish any comments (including on any website) on the behalf of the CJFL, its Member Conferences or Member Teams.
- Do not speak to any media in a negative way, or publish any negative comments (including on any website) regarding the CJFL, its Member Conferences or Member Teams.
- Never act in a way that may bring disrepute or disgrace to CJFL Members, its stakeholders and /or its sponsors, potential sponsors and/or partners.

# APPENDIX - C



## CJFL – Social Media Policy

**Introduction:** The Canadian Junior Football League (CJFL) encourages the appropriate use of social media by all persons bound by these guidelines to engage with fans, promote the sport of football, individual athletes and communicate with the general public and media. CJFL acknowledges social media is a broad and instant form of communication and treats all social media content, whether written, photographic, video, or audio, as public comment which is accessible to all. CJFL clubs and conferences are free to publish or comment via social media in accordance with this policy.

1. **Reputation:** The challenge for all persons bound by these guidelines is to promote football in general and the CJFL in particular, including through the use of social media, enhancing the credibility that has been developed over more than 130 years of success on and off the field.

2. **Privacy:** It acceptable to talk about your club/conference/players and have a dialog with the community, but it is not okay to publish confidential information. Notwithstanding the executed release form (as part of the registration package), the material regarding players and those associated with the club must remain secure.

3. **Postings, Blogs and Tweets:** CJFL treats all written social media postings, blogs, status updates and tweets as public 'comment'. As a result, all persons bound by these guidelines should not comment or respond to a comment in a way that may be construed as negative or may be considered derogatory towards others, or put themselves in a situation where they may harm their reputation, the reputation of their teammates, the CJFL or its members, including its sponsors and stakeholders or any other third party. Contravention may lead to disciplinary measures.

4. **Photographs, Video, Audio:** CJFL also treats all photographs, video and audio 'material' posted onto social media as public comment and accessible to the public. Any material that may be considered negative, derogatory or inappropriate towards persons bound by these guidelines should not be posted. Persons bound by these guidelines should also be mindful



that material posted may be subject to property rights and all relevant consents and waivers should be obtained before using any material that may be subject to said property rights.

5. **Education:** CJFL actively educates Persons bound by these Guidelines on the best practice use of social media and encourages 'positive posting' as a means of communicating via social media.

6. **Liability:** When persons bound by these guidelines choose to go public with any comments or material in any way, including on social media, they are solely responsible for such comments and materials. Individuals should be aware that they can be held personally liable for any comments and material that may be deemed to be defamatory, obscene or proprietary. In essence, persons bound by these guidelines post comments and materials at their own risk. Further, persons bound by these guidelines should at all times make it clear that any comments and materials are made in their individual capacity and that they should state whom they represent.

7. **Monitoring:** CJFL will monitor online content which could impact on the League, its member conferences, its member clubs, individuals in that team, as well as sponsors and stakeholders.

8. **Infringements:** In the spirit of educating persons bound by these guidelines about the appropriate use of social media, CJFL endeavours to work with individuals and members on the appropriate use of social media. CJFL reserves its right to take any other appropriate measures with respect to infringements of these guidelines, including issuing a "Remove" notice, imposing other sanctions, and or taking legal action for damages.

9. **Amendment/Interpretation:** CJFL reserves the right to amend these guidelines as it deems appropriate. The CJFL Executive shall be the final authority with respect to the interpretation and implementation of these guidelines.

10. **Persons Bound by These Guidelines:** Persons bound by these guidelines include athletes, coaches, administrators, employees, independent contractors and other CJFL members.



*"A Canadian Tradition Since 1883"*

## Social Media Policy Guidelines

Representing the Canadian Junior Football League, your conference and your club is an honor and a privilege provided to a select group of individuals. Along with that privilege comes a set of expectations and responsibilities as a player or staff member. You are held to a higher standard and are recognized both locally and nationally because you choose to represent this league and your respective club.

**Through social media, you are now being monitored by more individuals than ever before, including CJFL fans and members of the media. Everything you do in these forums should positively represent the logo on the front of your jersey and your name on the back of the jersey.** Used responsibly, social media can be a great way to interact with friends, fans and the public and promote your club and the CJFL. Used irresponsibly it can be a quick way to destroy your reputation in 140 characters or less!

Some tips and suggestions for using social media responsibly and effectively:

- **DO** set your security settings so that only your friends can see your account.
- **DON'T** accept friend or follow requests if you are not sure who they are coming from.
- **DO** understand that who you have listed as Followers or Friends is a reflection on you.
- **DON'T** put anything on social media that you would not want your family, your future employers, those reading the front page of the paper, or the whole world to see.
- **DO** think before you post, tweet or retweet – Will this positively reinforce my brand?
- **DON'T** post offensive language, personal attacks or racial comments.
- **DO** talk to your coach or club director about how to use social media to your advantage.
- **DON'T** post when you are emotional, like right after a game. You are more likely to say something you will regret.
- **DO** be familiar with the club's, conferences or leagues social media policy and the consequences for violating it.
- **DON'T** post anything about recruiting, even if it is someone you know, as this will result in an CJFL rules violation.
- **DO** ask questions if you are not sure what you are doing is ok.
- **DON'T** post anything that could be construed as an endorsement or promotion of a business product or service, even if the business is owned by a relative or friend.
- **DON'T** publicize information about your team, the conference or league that is not considered public knowledge.