

WWCFL

Western Women's Canadian Football League

By-laws

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

If incidents arise that are not specifically covered by the By-laws, policies and procedures, then best interest of the league and all teams involved will be considered in a fair and reasonable manner.

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

Contents

1.0 Board of Directors	6
1.01 Definition	6
1.02 Responsibilities	6
2.0 Executive Members	7
2.01 Mandate of the Executive	7
2.02 Description of Executive Board Members and Duties	7
2.03 Executive Board Member Voting Procedures and Tenure	9
3.0 Meetings	9
3.01 Meeting Conduct	9
3.02 Quorum	9
3.03 Attendance	9
3.04 General Meetings	10
3.05 Emergency Meetings	10
3.06 Special Meetings	10
3.07 Annual General Meeting (AGM)	10
4.0 League Structure	10
4.01 Conferences and Teams	10
5.0 Registration	10
5.01 Player Registration	11
5.02 Not Satisfactorily Registered Player	11
5.03 Challenge of Eligibility of Player	11
5.04 Team Registration	11
6.0 Recruiting Existing WWCFL Players	12
6.01 Definition of Recruiting Existing Players	12
6.02 Penalty for Recruiting Existing Players	12
6.03 Players new to the league	12
7.0 New Team Formation	12
7.01 Minimum Players Required	12
7.02 New Team Approval	12
7.03 New Team Uniform Colours	12
7.04 New Team Staff and Coaches	13

<u>8.0 Team Roster/Game Sheet</u>	13
<u>8.01 Team Roster</u>	13
<u>8.03 Team Roster/Game Sheet Manipulation</u>	13
<u>8.04 Minimum Number of Players Required to Start a Game</u>	13
<u>8.05 Game Statistics (Stats)</u>	13
<u>9.0 Schedules/Games</u>	13
<u>9.01 Game Times</u>	13
<u>9.02 Postponement/Cancellation of Game</u>	14
<u>9.03 Forfeiture</u>	14
<u>9.04 Playoff Games Structure</u>	15
<u>9.05 WW CFL Events</u>	15
<u>10.0 Timing and Conduct of the Game</u>	15
<u>10.01 Point Structure</u>	15
<u>10.02 Mercy Rule</u>	16
<u>10.03 Spectators/Sidelines</u>	16
<u>10.04 Registered Members/Team Bench Area</u>	16
<u>10.05 Location of Teams at Half Time/Completion of Game</u>	16
<u>11.0 Protests, Discipline, Complaints and Violations</u>	17
<u>11.01 Protest Submission</u>	17
<u>11.02 Protest Incident Review Committee</u>	17
<u>11.03 Protest Appeal</u>	17
<u>11.04 Game Discipline (disqualification/ejection/suspension from game)</u>	18
<u>11.05 Acting in Manner Detrimental to WW CFL</u>	18
<u>12.0 Team Representative Responsibilities</u>	18
<u>12.01 Registration of Team Representatives</u>	18
<u>12.02 Code of Ethics</u>	18
<u>12.03 Coaching Certification</u>	19
<u>12.04 Submission of NCCP Registration Numbers</u>	19
<u>12.05 Responsibilities</u>	19
<u>12.06 Game Film</u>	19
<u>12.07 Minimum Age for Game Day Individuals</u>	19
<u>12.08 Medical Personnel</u>	19
<u>13.0 Referees and Timekeeper</u>	20

13.01 Scheduling Referees, Timekeepers, and Stick Crews	20
13.02 Responsibilities	20
13.03 Sideline Crew	20
13.04 On-Field Officials	20
14.0 Equipment	20
14.01 Team Staff Responsibilities	20
14.02 Lower Body Pads	20
14.03 Altering Equipment	20
14.04 Footwear	21
14.05 Mouthguards	21
14.06 Visors	21
14.07 Game ball	21
14.08 Ball Substitution	21
14.09 Uniform Colours	21
15.0 Special Rules	22
15.01 Electronic Devices Prohibited	22
15.02 Hearing Devices	22
15.03 Non-Smoking Areas	22
15.04 Determining Home Team	22
15.04 Emergency Action Plan	22
16.0 Game Day Access and Information Rules	22
16.01 Field Access	22
16.02 Dressing Room Access	23
16.03 Game Day Script	23
17.0 Transgender-Inclusion	23
17.01 Transgender-Inclusion Policy	23

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

Definition of a By-Law:

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

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

- a. By-laws and Policies may be enacted or amended by a majority vote of the Board of Directors whenever required. Any addition, deletion or change to a by-law or policy must be submitted to the Board of Directors 14 days prior to a Board Meeting. Policy additions, deletions or changes do not need to be presented at the Annual General Meeting (AGM) for ratification.
- b. New by-laws or amendments must be presented at the next Annual General Meeting (AGM) for ratification by the members. If they fail to be ratified, they will cease to be effective and may not be re-enacted by the Board of Directors for one calendar year. Any amendment, to be accepted or ratified, must pass by a vote of 2/3 of those eligible to vote and present at an AGM.

1.0 Board of Directors

1.01 Definition

Board of Directors is defined as one-member representative from each WWCFL team. Any number of representatives from each team can attend meetings, however, only 1 vote will be allowed per active member team, provided they are in good standing.

1.02 Responsibilities

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

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

1.03 Member Types

- a. An "active member team" is a team that is participating in the current WWCFL and must be in good standing.
 - i. An "active member team" must pay 100% of league fees.
 - ii. An "active member team" receives a vote in league matters and counts toward quorum.
- b. An "associate member team" is a team that participated in the previous WWCFL season, but not in the current season. The team must also be in good standing.
 - i. An "associate member team" must pay 50% of the league fees. However, if a team pays 100% of the fees while an "active member team" and then becomes an "associate member team," they will not be refunded.

- ii. A team can only be an “associate member team” for one season before they are removed from the league.
- iii. An “associate member team” does not receive a vote in league matters and doesn’t count toward quorum.

1.04 Bad Standing

A team, or an individual from a team, will be placed in bad standing after the deadline for any payments (such as league fees) or fines to the WWCFLL has passed. A team will return to good standing once the payments or fines have been received.

a. Teams in Bad Standing

- i. A team in bad standing will not be able to participate in any scheduled games or activities going forward. Any games that are cancelled as a result of a team being in bad standing will be treated as a forfeiture (see Bylaw 9.03)

- ii. A team in bad standing will not receive a vote in league matters and will not count toward quorum.

- iii. Once a team has been in bad standing for six months, they are removed from the league.

b. Individuals in Bad Standing

- i. An individual in bad standing will not be able to participate in any WWCFLL games or activities in any role. Should the individual partake in activities, further disciplinary action may be sought against the individual and/or their team.

2.0 Executive Members

2.01 Mandate of the Executive

The mandate of the Executive is to:

- Coordinate the day to day running of the WWCFLL
- Give guidance to the Board on WWCFLL matters
- Implement the recommendations/decisions of the Board
- Bring forward suggestions to the Board regarding expansion, development, discipline and direction of the WWCFLL
- If a conflict of interest arises, another Board or Executive member will be selected to act on behalf of that member

2.02 Description of Executive Board Members and Duties

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

President

- Chair WWCFLL Board meetings
- Prepare, in consultation with the Secretary, the agendas for Board and Executive Committee meetings
- Review the minutes, in consultation with the Secretary, before they are submitted to the Board
- Review appeals brought forward by the Incident Review Committee
- Organize the committees of the Board
- The WWCFLL President cannot be an active member (player, coach, trainer, general manager, board member, etc.) of a WWCFLL team during their term as WWCFLL President. They can be an alumni of a team.

Commissioner

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

Treasurer

- Maintain complete, accurate and timely records of all league Revenues and Expenses
- Manage financial aspects of league fundraising drives
- Prepare annual budget and present it to the Board for approval
- Issue payment for all approved WWCFLL expenditures
- Issue monthly financial statements to the Board including Statement of Operations, Statement of Financial Position and Revenue and Disbursement Report
- All fines levied are to come through the WWCFLL Treasurer. The Treasurer will manage fines accordingly.
- All fines are to be paid prior to next game being played.

Registrar

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

Secretary

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

Member at Large

- Act as liaison between any WWCFLL Committees and the WWCFLL Executive and Board, other than the Incident Review Committee.
- Assist the WWCFLL Executive and Board in other duties as required.

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

i. If there are an even number of Executive present for a vote, the President will not vote and the tie-breaking vote will be determined by the remaining Executive present, which should equal an odd number.

ii. If there are an odd number of Executive present for a vote, including the President, then all member of the Executive will vote to determine the tie-breaking vote, one (1).

2.03 Executive Board Member Voting Procedures and Tenure

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

- d. The positions of President, Registrar and Member At Large will be elected for two-year terms in even years (ex: 2024, 2026, 2028, and so on), while the positions of Commissioner, Secretary and Treasurer will be elected for two-year terms in odd years (ex: 2025, 2027, 2029, and so on). If a position becomes vacant before the term is completed, a different individual may be elected into the position to finish out however long it takes to complete the two-year term.

3.0 Meetings

3.01 Meeting Conduct

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

3.02 Quorum

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

3.03 Attendance

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

3.04 General Meetings

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

3.05 Emergency Meetings

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

3.06 Special Meetings

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

3.07 Annual General Meeting (AGM)

The AGM will be held in the last quarter of the year, the date to be determined by the Executive. Board members will be given 30 days' notice prior to the AGM.

4.0 League Structure

4.01 Conferences and Teams

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

5.0 Registration

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

5.01 Player Registration

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

5.02 Not Satisfactorily Registered Player

- a. A player not satisfactorily registered with the WWCFLL in accordance with By-law 5.01 shall not participate in any WWCFLL on field event.
- b. The WWCFLL shall investigate any occurrence of the above.

- c. Failure to produce satisfactory player documentation within 48 hours of the request will result in a 25.00 fine to the member organization, and fines will increase for additional occurrences of players not being satisfactorily registered within a season. In addition, suspensions of coaches/team officials and disallowance of game results may occur. Forfeiture of points may be applicable to all games in which said player participated.

5.03 Challenge of Eligibility of Player

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

5.04 Team Registration

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

6.0 Recruiting Existing WWCFLL Players

6.01 Definition of Recruiting Existing Players

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

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

6.02 Penalty for Recruiting Existing Players

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

- a. The fine will be paid to the WWCFLL and then sent on to the team that the player was recruited from.
- b. The term 'knowingly recruits' refers to an individual of the offending team specifically attempting to recruit an individual or individuals from an opposing team (see Bylaw 6.01). A player from an opposing team choosing to attend an open-house event or signing up for a newsletter where recruiting information is shared, and similar events/communication open to the public, doesn't constitute 'knowingly recruited'. However, all teams should make a dedicated effort to ensure that any players signing up camps or to join their team were not apart of an opposing team the season before (see Bylaw 5.04).

6.03 Players new to the league

Players who have never previously played in the WWCFLL may attend practices, camps and meetings for more than one team prior to registration. Once the player registers with a team, they must communicate their choice to any other teams, who must then cease communications with the player.

7.0 New Team Formation

7.01 Minimum Players Required

Any new team wishing to join or rejoin the WWCFLL must have a minimum of **28** players registered with their PSO.

7.02 New Team Approval

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

7.03 New Team Uniforms Colours

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

7.04 New Team Staff and Coaches

All new teams wishing to join or rejoin the WWCFLL must have at least a general manager, and a head coach with the required coaching certification in place as per bylaw 12.03.

8.0 Team Registration

Team registrations is the accurate list of all players registered to a particular team.

8.01 Team Roster

The team roster is a recording of the status of each player registered with a team for each of their games. Player status designations include active, inactive or injured.

- a. All team rosters must be submitted electronically WWCFR Registrar (using the form provided by the WWCFR Registrar) no more than 48 hours after the game. If the team roster is not received by this time, a \$50 fine will be issued, fines will increase for additional occurrences within a season.

8.02 Sign-in Sheet

Each team must submit electronically a sign-in sheet, which includes the player's name and signature, no more than 48 hours after the game. If a player does not sign-in for a game, they may not be eligible for playoffs.

8.03 Team Roster Manipulation

Any and all incidents/attempts of team registration/roster manipulation (other than adding new players to registration or updating a team roster for each game) or altering of player identification are subject to disciplinary action by the WWCFR. Such disciplinary action may involve suspension from all WWCFR activities as decided by the WWCFR Board.

8.04 Minimum Number of Players Required to Start a Game

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

8.05 Game Statistics (Stats)

The home team is responsible for collecting all game day stats using the WWCFR stats program, including regular season and playoffs. For the WWCFR Championship Game, stats are the responsibility of the team hosting the game.

- a. Completed stats must be submitted electronically no later than 48 hours after the game.

9.0 Schedules/Games

9.01 Game Times

- a. All regular season games must be started between 11:00am and 2:00pm. Regular season games in the Prairie Conference will be played on Sundays, while games in the Western Conference will be played on Saturdays.
- b. Regular season games can be played outside of the time range and days of the week indicated above, if agreed upon by both teams, in writing, and emailed to the Commissioner, no less than one month prior to the first game of the WWCFR season.
- c. Location and time of all regular season games must be determined one month prior to the start of the WWCFR season. If a location or time has to be changed for unforeseen reasons the change has to be agreed upon by both teams. Any extra cost incurred by the visiting team, due to a location or time or date change will be split evenly between both teams.
- d. Playoff games, including the WWCFR Championship, will be played on Saturdays. Playoff games must be started between 11:00am and 2:00pm. The WWCFR Championship must be started between 11:00am and 5:00pm.

9.02 Postponement/Cancellation of Game

- a. There will be no postponement of scheduled games, except under extreme field or weather conditions at the discretion of the Referee and in consultation with the teams' medical staff and/or

general manager. Refer to the WWCFI Inclement Weather and Smoke Policy rules regarding a delay of game due to extreme field or weather conditions.

- b. No game shall be cancelled, other than in By-law 9.02a, without informing the WWCFI Commissioner and/or President prior to informing the other team.
- c. If a game in progress is cancelled for any reason (except unsportsmanlike conduct or any other rowdy behavior of participants or fans) by the officials, the scoring and/or final results will be determined based on the WWCFI Inclement Weather and Smoke Policy.
- d. Re-scheduling or cancellation of postponed games will be reviewed by the WWCFI Commissioner and recommendations will be made to the Board for final decision to be voted upon.
- e. If a game is called by the referee due to unsportsmanlike behavior or unruliness, the offending team will automatically forfeit the game.

9.03 Forfeiture

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

- a. Any team that is unable to play a game due to forfeiture shall notify the Commissioner by email, phone or text by 8:00pm (in the time zone that the Commissioner resides in) the Thursday before the game. The notification must be verified that it has been received, by the Commissioner by a confirmation email, phone or text to be considered received.
- b. If a team forfeits with proper notification to the Commissioner as listed in 9.03a, a fine of \$5,000 will be applied for both regular season and playoff games to the forfeiting team.
 - i. The \$5,000 fine will be paid to the WWCFI.
 - ii. The opposing (non-forfeiting) team will then submit expenses and estimated lost game revenue (based on like games that season or prior season, if applicable) of the forfeited game to the WWCFI Exec. The WWCFI will then pay the opposing (non-forfeiting) team that total amount of expenses and lost revenue as well as an additional 10% of that total from the \$5,000 fine.
 - iii. Any money left over from the \$5,000 fine after the opposing (non-forfeiting) team has been paid will be used by the league for league expenses or to subsidize playoff travel for teams the following season.
- c. If any team forfeits and fails to properly notify the Commissioner, as listed in 9.03a, a fine of \$7,000 will be applied for both regular season and playoff games to the forfeiting team and will be paid to the opposing team.
 - i. The \$7,000 fine will be paid to the WWCFI.
 - ii. The opposing (non-forfeiting) team will then submit expenses and estimated lost game revenue (based on like games that season or prior season, if applicable) of the forfeited game to the WWCFI Exec. The WWCFI will then pay the opposing (non-forfeiting) team that total amount of expenses and lost revenue as well as an additional 10% of that total from the \$7,000 fine.
 - iii. Any money left over from the \$7,000 fine after the opposing (non-forfeiting) team has been paid will be used by the league for league expenses or to subsidize playoff travel for teams the following season.
 - iv.
- d. All forfeitures will have a "win" awarded to the non-offending team by a score of 30-0.

- e. Fines for forfeitures must be paid prior to the forfeiting team’s next game or within 30 days of the fine being applied; whichever comes first.
- f. A lesser fine may be issued as a result of a forfeiture due to unforeseen or emergency circumstances or for compassionate reasons.
 - i. The decision to grant a lesser fine will be at the discretion of the Board, excluding the teams involved in the forfeiture, and will take into consideration the reasons leading to the forfeiture, as well as financial costs and loss to the opposing team. The Commissioner will chair the meetings with the remaining Board members and will only vote if there is a tie. Should the Commissioner not be able to participate as a result of conflict of interest, the President will chair. If neither of the aforementioned Executive members can chair as a result of conflict of interest, another Executive member will be chosen.
 - ii. In making the decision for a lesser fine, documentation may be required from the forfeiting team as well as the opposing team. The documentation may include but not be limited to financial documents, bookings/reservations, etc. In some cases, documentation relating to why players can’t play may also be requested. This documentation will be gathered by the Commissioner. Should the Commissioner not be able to participate as a result of conflict of interest, the President will gather documentation. If neither of the aforementioned Executive members can gather information as a result of conflict of interest, another Executive member will be chosen.
 - iii. A team forfeiting as a result of not having the ability to meet the 18-player minimum required to start a game, as stated in bylaw 8.04, does not automatically mean they will be granted a lesser fine.

9.04 Playoff Games Structure

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

9.05 WWCFI Events

The WWCFI Championship will rotate between the Prairie Conference and the Western Conference each year with that conference’s champion hosting the game. This rotation will commence with the 2024 season with the Western Conference hosting the championship game.

10.0 Timing and Conduct of the Game

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

10.01 Point Structure

Conference standings will be determined by won-lost-tied percentage. Won-lost-tied percentage is determined by total wins divided by total games played (a tie counts as 0.5 wins). In the event of a tie,

the rules below are applied in order until a team is eliminated and the tie is broken. If three or more teams are tied and a team is eliminated at any step, the tie breaker reverts to step one for the remaining teams.

1. Best won-lost-tied percentage in games played between the tied teams.
2. Best net points in games played between the tied teams.
3. Best won-lost-tied percentage against the team ranked highest in the conference standings (proceeding down the conference standings, not including tied teams, until one team is eliminated).
4. Best won-lost-tied percentage in games against all common opponents.
5. Best won-lost-tied percentage in games played within the conference.
6. Best net points in games against all common opponents.
7. Best net points in games played within the conference.
8. Best net points in all games.
9. Coin Toss.

10.02 Mercy Rule

a. If at anytime in the second half of a game one team leads the other team by 35 points or more, the game clock will switch to run time for the remainder of the game.

b. Once run time begins, the game clock will not revert to stop time, even if the losing team closes the gap to less than 35 points.

10.03 Spectators/Sidelines

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

10.04 Registered Members/Team Bench Area

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

10.05 Location of Teams at Half Time/Completion of Game

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

11.0 Complaints and Discipline

11.01 Maltreatment Complaints

Any complaints about maltreatment must be made to the accused individual's Provincial Sport Organization ITP Sport reporting too or follow the process outline by their PSO's safe sport policy. If a maltreatment complaint is made to the WWCFLL Executive, the Executive must direct the individual who filed the complaint to the proper reporting channels.

The WWCFLL Executive will not investigate, advise, discuss or comment on any maltreatment complaint brought to them except for the following circumstances:

- a. To direct the reporting individual to the proper tools/channels/policies;

- b. If the individual making the complaint can provide document that the complaint was deemed to be not under the jurisdiction of the PSO's ITP Sport reporting tool or their PSO safe sport policy, or;
- c. If instructed to do so by ITP Sport, Football Alberta, Football Saskatchewan, Football Manitoba or Football Canada.

11.02 Game Discipline

Any incidents for in-game discipline must be reported through the process outlined in the Game Discipline Policy.

11.05 Acting in Manner Detrimental to WWCFLL

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

12.0 Team Representative Responsibilities

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

12.01 Registration of Team Representatives

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

12.02 Code of Ethics

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

12.03 Coaching Certification

- a. It is the responsibility of each team that each of their coaches should have or pursue appropriate NCCP certification as per their provincial requirements.
- b. Each coach within the WWCFLL must pursue their "Intro to Competition" certification within their second year of coaching in the WWCFLL.
- c. All WWCFLL coaches must complete Making Headway in Football and Safe Contact prior to the start of the WWCFLL season and certification must be submitted to the registrar.

12.04 Submission of NCCP Registration Numbers

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

12.05 Responsibilities

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

- a. Participate in the education programs of the WWCFLL;
- b. Conduct themselves and those under their supervision in a controlled and orderly manner during all WWCFLL activities;
- c. Familiarize themselves with the Constitution and By-Laws (Operating Regulations) of the WWCFLL, and for instructing their players concerning player conduct, playing rules, penalty regulations, league philosophy and any other information related to the WWCFLL and its programs;
- d. Serve as a positive role model by demonstrating respect for officials, opponents, players, spectators and the principles of sportsmanship and fair play.

12.06 Game Film

- a. The home teams will be responsible for uploading game films. For the WWCFLL Championship, uploading the game film is the responsibility of the team hosting the game. A team representative must make sure that game film is uploaded within 24 hours after the game is completed. If this is not done by the required time, a fine of \$250 may be applied, fines will increase for additional occurrences within a season.
- b. If the film uploaded does not meet a useable standard, a fine of \$100 will be issued.
 - i. Film will be considered to not meet a useable standard if it is missing more than 20% of the game's plays or if more than 20% of the game film is not split into individual clips.

12.07 Minimum Age for Game Day Individuals

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

12.08 Medical Personnel

- a. At every game, each WWCFLL team must have an individual present on the sidelines, who is not a player participating in the game and has the training, knowledge and certification to:
 - i. Assess injuries to players and provide medical attention when required.
 - ii. Assess possible concussions of players.

13.0 Referees and Timekeeper

13.01 Scheduling Referees, Timekeepers, and Stick Crews

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

- a. For the WWCFLL Championship Game, scheduling and paying the referees, timekeepers and stick crews is the responsibility of the team hosting the game. The host team is also responsible for providing the referees/timekeepers with the amended WWCFLL rules prior to the commencement of the game.

13.02 Responsibilities

The referees and timekeepers must do the following:

- a. Follow the official Rule Book adopted by the WWCF, which is the Canadian Amateur Football Rules of the Canadian Amateur Football Association (CAFA) along with the amendments set forth in these WWCF By-Laws.

13.03 Sideline Crew

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

13.04 On-Field Officials

Games must be scheduled with a minimum of 5 on-field officials and 1 timekeeper. In the event that an on-field

official cancels, a game cannot proceed without a minimum of 4 on-field officials.

14.0 Equipment

14.01 Team Staff Responsibilities

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

14.02 Lower Body Pads

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

14.03 Altering Equipment

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

14.04 Footwear

All players must wear appropriate footwear in accordance with the footwear guidelines outlined in the current

Canadian Amateur Rule Book for Tackle Football.

14.05 Mouthguards

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

14.06 Visors

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

14.07 Game ball

- a. The home team shall provide a minimum of three leather, youth-sized balls in like-new condition and inflated to manufacturer's specifications for a game. The suitability of the balls will be at the referee's discretion. Violation will result in a delay of game penalty to the home team to start the game.
 - i. For the WW CFL Championship game, the team hosting the game will provide a minimum of here leather, youth-sized balls in like-new condition and inflated to manufacturer's specifications for a game. The suitability of the balls will be at the referee's discretion. If neither of the teams in the game is the host team, violation will not result in a penalty for either team. If the host team is playing in the game, then that team will receive a delay of game penalty to start the game.
- b. Visiting teams will not substitute their own balls into the game at any time.

14.08 Ball Substitution

- a. The game ball must be a leather youth sized ball and the game shall be completed with the same type of ball. The type of ball used at the start of the game may not be switched during the course of the game.
- b. The home team is responsible for providing a minimum of two ball people at each game. For the WW CFL Championship, the host team is responsible for providing a minimum of two ball people. Suggest that one ball person per side of the field. Failure to do so will result in a fine of \$200.
- c. Wet day procedure; recommended that at least three balls be available which may be changed at the discretion of the referee. Ball people will be used to keep the balls clean and dry as possible.

14.09 Uniforms

- a. Existing teams must have any new team uniform colours and new uniform designs approved by the Board before they are ordered. Uniform colours must be approved in one motion, the uniform design must be approved in another. This includes changing the primary color of the uniform, even if the color was already present in the old uniform. See Appendix 1—Team Colors for the current list of WW CFL uniform colors.
 - i. Board approval of the designs will be limited to whether the player numbers on the uniform are legible and easy to read from a distance.
- b. The home team will wear dark-coloured jerseys, the visiting team will wear light-coloured jerseys. In a situation where a team only has one jersey, the opposing team will wear their jersey option that is the most opposite.
- c. All new team uniform colours and uniform designs must be approved by the Board before they are ordered. Uniform colours must be approved in one motion, the uniform design must be approved in another.
 - i. Board approval of the designs will be limited to whether the player numbers on the uniform are legible and easy to read from a distance.

15.0 Special Rules

15.01 Electronic Devices Prohibited

a. Sideline use of any electronic device to communicate with a player will be limited to an in-helmet radio.

i. The radio cannot alter the structure of the helmet.

b. Coaches can communicate with other coaches via electronics.

15.02 Hearing Devices

Only medically prescribed hearing devices (i.e. hearing aids) may be allowed if medical certification is provided for approval by the WWCFLL or WWCFLL official ahead of the player's first game of the current regular season or their first game wearing the device, should they begin using the device once the season is underway.

15.03 Non-Smoking Areas

Team bench and sidelines are designated tobacco (both smoking and chewing) and vape free during all WWCFLL games.

15.04 Determining Home Team

a. For regular season games and playoff games that are not the final, the home team will be whichever team is hosting the game.

b. For the WWCFLL final, the home team will be determined by rankings from the regular season only, regardless if the host teams is playing in the game or not.

15.05 Emergency Action Plan

- a. Each host team must have an Emergency Action Plan (EAP) in place for every game and a contact person on their staff who is responsible for putting the EAP into operation.
 - i. That individual must be introduced to the visiting team medical personnel and/or general manager prior to the start of the game.

16.0 Game Day Access and Information Rules

16.01 Field Access

On game day, visiting teams must be allowed access to field one hour prior to game time, but are not permitted to access the field prior to that time unless permitted to do so by the host team.

16.02 Dressing Room Access

On game day, visiting teams must be allowed access to dressing rooms two hours prior to game time, but are not permitted to access the dressing rooms prior to that time unless permitted to do so by the host team.

Visiting teams should plan to not arrive at the field more than 10 minutes before they are permitted access to the dressing rooms.

a) Visiting teams should have access to shower facilities at the game venue. If a venue does not have shower facilities, the host team must find an alternative for the visitors to use and cover the cost of use. Shower facilities are not required if the visiting team is travelling from less than 50 kilometres away.

16.03 Game Day Script

Home team must provide visiting team with a script two hours prior to game start. Information included should be: time visiting and home teams enter, time National anthem begins and other pertinent information.

In the WWCFLL Championship, the team hosting the game should provide the game day script for both teams, noting the above information.

17.0 Transgender-Inclusion

17.01 Transgender Inclusion Policy

The WWCFLL will follow Football Canada's Transgender-Inclusion Policy

18.0 Fees and Payments

18.01 Annual League Fee

a. The WWCFLL Treasurer shall propose the annual league fee to the Board at a meeting in January for approval.

b. Upon approval, each WWCFLL team must pay their annual league fee by April 1 of that calendar year. Failure to do so will result in that team being placed in bad standing.

18.02 Performance Bond

The WWCFLL will collect a performance bond from each team with the league based on an amount decided annually in January.

- a. If it is a team's first year with the league or they are rejoining the league, the performance bond must be paid in full a minimum of two months prior to the start of the season. Failure to do so will result in the team being placed in bad standing.
- b. If a team is a returning team and there is an increase in the performance bond amount, the team must pay the difference between the previous bond amount and the current bond amount a minimum of two months prior to the start of the season. Failure to do so will result in the team being placed in bad standing.
- c. If a team is removed from the league for being in bad standing, or leaves the league, the performance bond is forfeited. If the team being removed or leaving has outstanding fines owed to other teams, the bond will be used toward paying them off.

Appendix 1—Team Colors

Calgary Rage

Jersey: Red (main colour), black and white trim

Pants: Black

Helmet: Black

Edmonton Arctic Pride

Jersey: Light Blue (main colour), white and black trim

Pants: Black

Helmet: Black

Lethbridge Steel

Jersey: Silver (main colour), purple and black trim

Pants: Black

Helmet: Black

Manitoba Fearless

Primary Jersey: Gold (main colour), white and black trim Secondary Jersey: Black (main), gold

Pants: Black

Helmet: Gold

Regina Riot

Jersey: Cardinal (main colour), silver and black trim

Pants: Gray

Helmet: Burgundy

Saskatoon Valkyries

Primary Jersey: Green (main colour), white and black trim

Secondary Jersey: White (main colour), green and black trim

Pants: Green (Primary), Black (Secondary)

Helmet: White