



Nisqually Jr. Football League Bylaws

Mission

The Nisqually Junior Football League is a non-profit organization that has the sole purpose of providing youth football in the Pierce County area for youth between ages of 6 and 14. We are dedicated to providing the best coaching, equipment, and competition for all who participate in this league. Though this is a competitive league, safety and sportsmanship shall never give way to competition.

Goals

Instill and promote the character values:

- Respect – for yourself, opponents, officials, and spectators.
- Responsibility – accountable for one’s own actions
- Integrity – truthfulness and following through with commitments
- Sportsmanship – fair play
- Develop Skills in football
- Develop team spirit
- Encourage fun and enjoyment

Authority

The Board of Directors (Board) reserves the right to make any player and coach assignments determined to be in the best interests of the NJFL and the welfare of its members.

Board Procedures

The Board of Directors shall consist of An Executive Board made up of President, Vice President, Secretary, Treasurer, and Operations Director. May include other General Board officers each with defined positions and responsibilities. **The Executive Board** positions shall be as follows:

- **President** – Ensures that the NJFL has a clear vision, is well organized, and is progressing toward its overall goals. Responsible for oversight (purchasing, maintaining, and storing) of League equipment. Secures and manages field availability. Responsible for coordinating the schedule to ensure all games have officials.
- **Vice President** – Works with the NJFL President on all football related issues. Shall perform all the duties of the President in the absence of the President. Responsible for rules enforcement. Shall be qualified to serve in any other elected or appointed capacity. Will work with all Board members to assist on all projects as needed to keep processes running smoothly.
- **Operations Director** - Works with organizations field marshals or appointed board member(s) to ensure game day operations run smoothly. This includes but is not limited to rules enforcement, roster approval process, game day concerns, etc. Ops director also handles complaints submitted to the league via the website or email.
- **Secretary/Registrar** – Schedules, prepares, and records all NJFL Board meetings. Ensures the Board uses an effective process for meetings, decision making, and League communications (email, website). Responsible for registration of all League created franchise registrations. Works as the



Registrar to produce a full league roster, helps verify eligibility and to disperse rosters. Includes any league affiliated certifications and designations such as USA football and acquired insurance.

- **Treasurer** - Ensures that current records are maintained, reflecting the financial condition of the league. These records will include cash, outstanding advances, investments, accounts receivable and other assets, accounts payable, and fund balances (net assets). The Treasurer will also maintain compliance with the State of Washington including licenses and registration with the Secretary of State. Other duties include maintenance and upkeep of the league website.

The General Board (non-voting) positions shall be as follows:

- **Safety** – Is the league USA Football Player Safety Coach. Oversees that all organizations have assigned a USA Football Player Safety Coach. Also responsible for making sure that all coaches in the league are USAF certified/recertified. Ensures that a channel of communications exists during the season for coaches, reps, parents, and organization Presidents to register general safety concerns regarding on-the-field related activity. Has the autonomy to assign non-board members as assistants as needed based on the number teams, geography, etc. Will report to the Board any concerns filed and work with the Board on solutions to problems. Position to work directly with the Vice President on all on-the-field rules violations that are registered.

- **Cheer** - The duties of the Cheer Coordinator shall be to maintain a line of communication between the Executive Board and all of the teams' Cheer coaches; shall support the league's budgeting process for any budget related to the cheer program. The Cheer Coordinator shall oversee all aspects of practice including the performance of the coaches and adherence to all safety regulations (incl. WIAA). Will also make final decisions regarding level of competition declaration for all teams.

League Franchises

The Nisqually Junior Football League (NJFL) is comprised of 11 franchises. Each franchise shall be comprised of any number of teams at one or all of the levels of competition. Nearly each franchise's draw area is congruent to the local high school boundary with few exceptions. The franchises and local high schools (when applicable) are as follows:

- Auburn Riverside
- Bonney Lake Jr. Panthers
- Burien Knightz
- Cascade Christian Cougars
- Foster Jr. Bulldogs
- Fife Jr. Trojans
- Kent Knight Youth Sports Association (Kent Knights)
- Orting Jr. Cardinals
- Puyallup Jr. Vikings
- Puyallup Roughriders
- Spanaway Lakes Sentinels
- Sumner Valley Wolfpack



Expectations of Franchises in League

- New Teams Entering League:
 - 2 years' probation coming into the league.
- New Teams Removal from League:
 - 50% Board vote to remove from the league.
- Established Teams Removal:
 - 75% Board vote to remove from league.
- Any discussion involving issues like this will be resolved at January meetings each year.
- Security and Safety:
 - Each organization is responsible to conduct a background check of all volunteers including all football coaches, cheer coaches, D&O's and field marshals.
 - All football coaches must clear the background check and get certified through USA Football in order to participate on the field or any league facility.

Levels of Competition

Competition levels are separated by Grade and Age of the participant. If a player reaches the maximum listed age before **August 31st**, they are ineligible to play in that age group and must move up. Per Division, after grade first, the cutoffs are as follows:

- **Divisions:**
 - 1st/2nd Grade – 9 years old
 - 3rd/4th Grade – 11 years old
 - 5th/6th Grade – 13 years old
 - 7th/8th Grade – 15 years old
- **Weigh-Ins:**
 - Conducted and rosters verified each season. Dates determined at the May league meeting.
 - Depending on the calendar, the league may vary this date by a few days based on when scheduling of weigh-ins are conducted, typically no later than the 3rd full weekend in August.

Franchise Roles/Responsibilities

Member Franchises will set and collect their own player fees and provide their own equipment. All affiliate members will comply with the applicable NJFL rules, team structure, and work within the league framework to ensure fair competition and good sportsmanship.

- ***Administration***
 - As independent teams responsible for their own registration, each organization within the league, must keep track of their own registration paperwork, for each player/cheerleader, per team fielded. The only exception is a **REQUIRED** printed, signed copy of the NJFL Anti-violence Policy, by each parent or guardian, to be placed and stored with each players league mandated certification paperwork.



- **Field Marshal**
 - Each franchise will appoint a Field Marshal (FM) when playing at their home field every time their organization hosts. The FM is responsible for managing the game site and the game day roster approval forms. These duties include, but are not limited to:
 - Ensure that ALL on-field personnel for home and visiting teams have appropriate identification to be allowed on the field. This includes:
 - USA Football Card/Badge
 - Coaches or Board Badge
 - No Team moms allowed on the fields
 - Setting up the field including pylons, yard markers, chains and game clock if available
 - Monitor games for behavior and safety incidents
 - Fill out any incident reports if needed
 - Fill out game scores on game day roster approvals forms and send to:
NJFLTreas@gmail.com
- **Chain Gang**
 - The VISITING team will provide volunteers to act as the chain gang for their game. The chain gang will obey the instructions of the game officials at all times.

Football Fees

Fees are paid per team fielded. If paid early, in April, for all expected teams, the organization gets an early reduced fee. After April, any teams not paid, pay fees at the standard rate. If teams are added after April, regardless if an organization paid early for several, those are paid at standard rate.

League Fee deposits are equal to 2 football teams. Deposits are to be made to be no later than March 31st. Final invoices are sent out to be paid in full by August 10th. Final balances include any remaining football teams. If any organization folds a team or pulls out a team after August 10, fees are non-refundable. If a refund is due, it will not be processed until after the season ends. At that point, it is requested that those balances be applied to the next seasons' league fees in lieu of an actual refund.

Teams can pre-register prior to the above date. In order to pre-register, the organization President or Treasurer must contact the League Treasurer or VP.

Fees consist of:

- Insurance
- Referees
- Website
- Trophies



Cheer Fees

NJFL charges a \$25/head League Fee for Cheer. As is the case for football, a deposit is due when the football deposit is due. It is based on the count from the prior season. Any cheerleaders added after that are due August 10th, same as football. Cheer fees need to be paid through your football organization to the NJFL, even if you are considered a separate entity, no exceptions.

Insurance

- Activities covered: In-season tackle and sideline cheer ONLY, postseason flag and 5x5/7x7. Any other activities including postseason traveling opportunities, for either football or cheer are considered out of league and are not covered.
- Insurance is part of the League Fees.
- Aggregate policy coverage is \$2,000,000.
 - Organizations will get insurance certs as proof of insurance for each field/activity applied for. It is the organization's responsibility to submit the forms to the NJFL to acquire the insurance cert.
- If you do not have an insurance certificate for your event it will not be covered through NJFL.
 - To request an insurance certificate, organizations need to submit and follow directions on the insurance certificate request form located under forms on the NJFL website.

New Membership

- NJFL board will meet with teams applying for membership. Board majority moves to league organizations for review.
- New Membership admittance must be approved by a majority vote of 2/3 (two-thirds) of the league organizations NOT on probation) in league membership. For example, if 9 orgs are free to vote and not on probation, passing would be 6 required votes to approve a new organization.
- All new members must commit by a date established by the board of application year and all fees will be due at set date(s) for the upcoming season and are non-refundable.