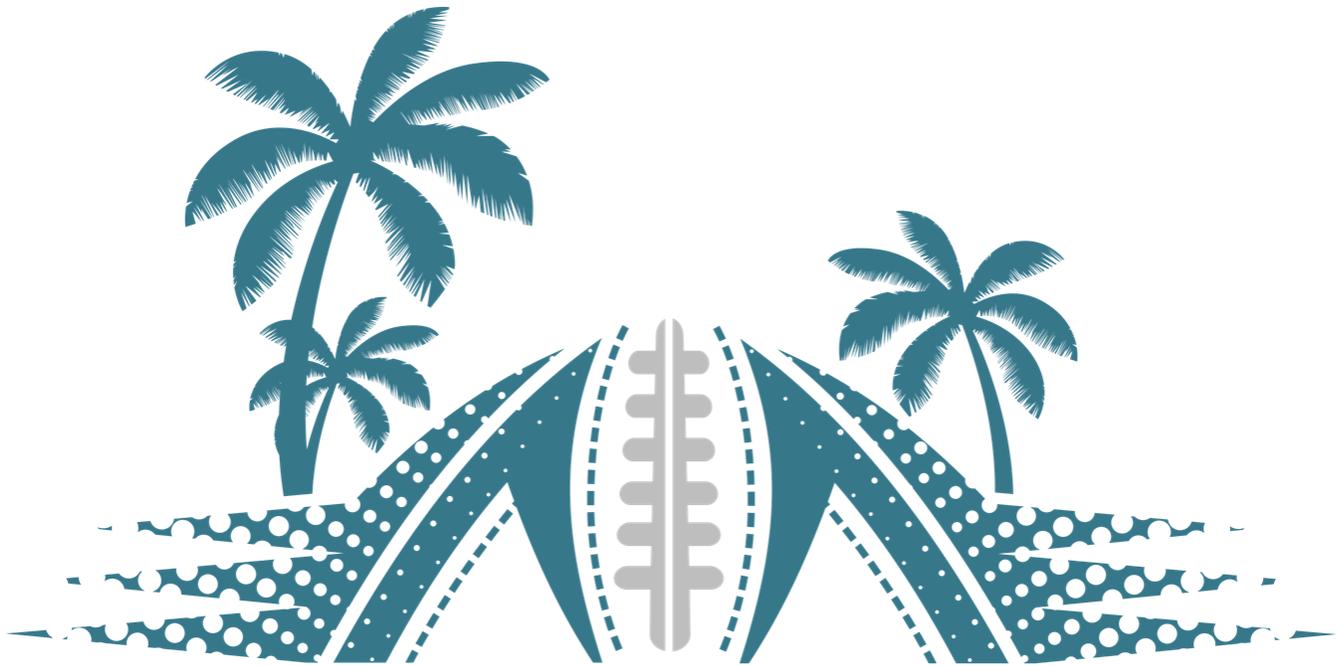


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WEST COAST CONFERENCE
POP WARNER FOOTBALL & CHEER

2022

Policies & Procedures

Tackle & Flag Football
Spirit & Dance
Challenger

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SECTION 1 – MISSION STATEMENT & GOALS

A. West Coast Conference Pop Warner Football & Cheer, Inc. Mission Statement

West Coast Conference is committed to provide each athlete, both football & cheer, with an enjoyable learning experience. We are dedicated to improve the skills of each participant through good coaching, practice and competition. We understand that the primary reason young athletes participate in sports is to have fun while competing with each other. We believe every athlete matters and our mission is to provide the opportunities and training necessary for all to learn and compete at his or her greatest ability. We also strive for academic achievement for every participant, believing that academics and sports go hand-in-hand in shaping our young athletes. Finally, we believe that while competing to win is important, the greater value lies in competing with honor, practicing good sportsmanship and being gracious in victory and defeat.

B. Goals & Philosophy

The general objectives of Pop Warner are to inspire youth regardless of race, creed, religion or national origin, to practice the ideals of sportsmanship, scholarship, and physical fitness. Pop Warner strives to make the game fun for all boys and girls. The program stresses learning lessons of value far beyond the playing or spirit days of the boys and girls involved, such as: self-discipline, teamwork, concentration, friendship, leadership, and good sportsmanship. With such goals in mind, and providing an opportunity to participate in an organized, supervised environment with emphasis on maximum safety and participation, Pop Warner offers young men and women a unique memorable experience. (NAT + WCC)

****Note name change from Palomar Pop Warner to West Coast Conference Pop Warner is in the works and has been submitted to the County of San Diego. We will be known as Palomar Pop Warner Conference dba West Coast Conference Pop Warner Football and Cheer. 501 (3)(c) will be under the Palomar name. Once filed the Conference will do business as West Coast Conference.**

SECTION 2 – INTRODUCTION TO THE RULES

To all Associations, Head Coaches – both Football and Cheer, Asst. Coaches, and Volunteer staff:

National Pop Warner has established one (1) set of football and spirit rules for all participants published in the **Pop Warner Little Scholars Official Rules**. However, each conference and association can establish policy and procedure to assist in the administration of the National Rules.

The Conference has, among its powers, the obligation and authority to enforce National rules. In addition, it has the right to make National Pop Warner rules more stringent, with the exception of the scholastic fitness requirement. A Conference may not make National rules less strict. The “West Coast Conference Policies & Procedures Manual” has been adopted and approved by the West Coast Conference Association Presidents. Conferences participating in regional and national play-offs will follow National Pop Warner rules.

These policies and procedures are intended to be a supplement to the **National Pop Warner Rules and Regulations**. Other rules and policies that will apply to your function as a volunteer can be found in the **Pop Warner Administrative Manual**, the **Coaches Risk Management Manual**, your own **Local Association Policies**, and **the National Federation of State High School Associations Rules Book** (football only).

Other policy may also be implemented after the issue date of this manual. Although these will not be made part of this manual, they may still apply to the current season. In the event new rules are put into place after the current printing of this Policy Manual, an amendment sheet shall be issued to each association. It will be their responsibility to insure that copies are made and distributed for all of those within their organization to attach to this manual. This will insure that they are constantly kept up to date as the board of Presidents (conference) approves these new rules and puts them into place.

EACH HEAD COACH, BOTH FOOTBALL AND CHEER, AS WELL AS THEIR STAFFS, ASSOCIATION PRESIDENTS, BOARD MEMBERS AND CHEER COORDINATORS, are expected to read, understand, and **sign** an agreement to abide by all the stated policies in this manual, as well as all rules and regulations stated within the **National Pop Warner Little Scholars Official Rules**, **National Federation of State High School Associations (football only)**, and **The Coach’s Risk Management Manual**.

KEY: (NAT) = National Rulebook (WCC) = West Coast Conference Policy (NAT + WCC) = National Rule modified by West Coast Conference

SECTION 3 – STRUCTURE, OPERATION AND PERSONNEL

A. Administrative Manual

1. West Coast Conference shall provide each Association President an electronic copy of the Administrative Manual posted on the Google Drive. (NAT)
2. West Coast Conference shall provide each Association President an electronic copy of the Pop Warner Policy and Procedure Manual posted on the Google Drive.. (WCC)

B. The Conference Board

1. The government of this conference shall be under the supervision of the Board of Presidents, the Conference Commissioner, Vice Commissioners, and Deputy Commissioners.
2. It shall be the duty of the Conference Commissioner, Vice Commissioner, and Deputy Commissioners to conduct all business of the Corporation under the direction and approval of the Board of Presidents. (WCC BY-LAWS)
3. The Conference Commissioner and three (3) Vice Commissioners are elected for a two (2) year term by a majority vote of the Board of Presidents. The Cheer Commissioner and all Deputy Commissioners shall be appointed by the Commissioner and ratified by the Board of Presidents annually. (WCC BY-LAWS)
4. The conference shall be the liaison between Wescon Region, National Pop Warner and the Associations. (WCC BY-LAWS)
5. The Conference shall be responsible for all scheduling, eligibility, rules and boundaries for associations. (WCC BY-LAWS)
6. The Conference shall act as the Agent for payment of dues to National Pop Warner and the payment of insurance to cover all Associations. (WCC BY-LAWS)
7. The Conference Treasurer shall deposit all monies of the corporation as directed by the Board of Presidents. The Treasurer shall prepare and present the complete financial statement annually and report the financial status of the Conference at each regularly scheduled meeting. (WCC BY-LAWS)
8. The Conference Secretary shall be responsible to keep and maintain minutes of all Conference meetings. (WCC BY-LAWS)

NOTE: *Please refer to the West Coast Conference By-laws for detailed information.*

C. The Association Presidents

Among other duties the association President or representatives thereof must:

1. Attend regularly scheduled Conference meetings.
2. The association President will be called upon from time to time to turn-in paperwork. (I.e. board lists, by-laws, financial statements, rosters, insurance information, etc.).
3. Report game scores to the conference by telephone or email no later than 12 noon on Sunday following any game day.
4. Inform conference of any game protests no later than 6pm on Sunday following any game day.
5. Pay team dues to West Coast Conference
6. Pay association and/or team fines by the next scheduled conference meeting.
7. Provide team information to the Conference Scheduling Commissioner when requested.
8. Communicate all applicable information to his/her association members in a timely manner.
9. Make certain that all association board members, coaches and volunteers receive a copy of all rulebooks, policies, and manuals.
10. Must inform all board members, coaches and volunteers of any current policy changes in a timely manner.
11. Make certain that all association board members, coaches and volunteers (football and cheer) attend all West Coast Conference mandatory meetings, as necessitated by their position.
12. Make certain that his/her association has adopted a Mission Statement.
13. Make certain that his/her association has adopted a Zero Tolerance Policy.
14. Every Association is **required** to have its own By-Laws. If a conflict arises between the By-Laws of Conference and an Association, the Conference By-Laws take precedence.

15. Each Association **must** keep a set of detailed financial records, prepare tax returns, keep the corporation information up to date, and pay the annual fees. All requested documents must reside in the Association folder on the Google Drive. Documents to be updated regularly and when requested.
16. A team or association that uses the media to air controversial matters is subject to disciplinary action by the conference. Any parent that uses the media to air controversial matters is subject to removal from West Coast Conference Pop Warner for one year. Additionally, the child of such a parent may be removed. An association **must** try to defuse parents, and to allow due process to take its course within the conference structure.
17. Team rosters, contracts and volunteer applications shall be kept by each association for a minimum of two (2) years. (WCC)
18. An Association **must** submit an event request for any team and squad participating in any events other than the League/Region/National Play-Off/Competition System, and all non-Pop Warner events. (NAT)

NOTE: Please refer to the Pop Warner Administrative Manual for detailed information

D. Insurance

1. Each Association President shall submit to the Conference Insurance Commissioner, a list of all practice and game fields including the name and address to be updated each year. The insurance location spreadsheet will be housed on the Google Drive. (WCC)
2. Each Association President shall submit to the Conference Insurance Commissioner, a list of all business and public establishments to be used by that association as a place of congregation, fund-raising, etc. including the name and address. The insurance location spreadsheet will be housed on the Google Drive (WCC)
 - a. No residence will be accepted. (WCC)
3. Make certain that his/her association has the proper insurance coverage for their board. (WCC)
4. The Conference Insurance Commissioner shall insure the conference meets National Pop Warner's minimum insurance. (WCC)
5. The Conference Insurance Commissioner shall issue a certificate of insurance to the association before the intended use of the facility, all certificates of insurance (COI's) and additional insured, where requested, will be housed on the Google drive in the insurance folder. (WCC)

E. General Regulations

1. All Adult Volunteers **MUST** submit a cleared background check through Sterling Volunteers (2022 season). Upon validation through Department of Justice, in order to be compliant with AB506, West Coast Conference we be utilizing LiveScan on a going forward basis (not implemented for 2022 season)
2. Administrators, coaches, and volunteers shall abide by all DMV regulations when transporting participants to any Pop Warner function. (WCC)
3. Administrators shall instruct all drivers, who are transporting participants, that they must have a valid driver's license and automobile insurance. (WCC)
4. Administrators, coaches and volunteers are not permitted to go anywhere alone with a child other than their own, without written parental approval. (WCC)
5. Drinking of alcohol at any conference/association sanctioned team party, (i.e. pizza party, swim party, birthday party, etc.) is strictly prohibited.
6. All volunteers have a duty to warn. Failure to warn is an act of negligence. As early as possible, warn parents that football is a contact sport and may be dangerous, also cheer/dance participants may also risk injury. (See the Pop Warner Administrative Manual)

*****AB506 language/procedures to be inserted once finalized*****

F. Regularly Scheduled Presidents/ Cheer Coordinator Meetings

1. A \$100.00 fine will be imposed on any association **NOT** represented at a regularly scheduled conference meeting.
 - a. It is mandatory that the President of each association (or a designee) attend every scheduled West Coast Conference Board Meeting.
 - b. Cheer Coordinators from each association shall be required to attend West Coast Conference Association Cheer and Dance Coordinators Meetings and/or joint meeting with the Presidents at a minimum (1) of one meeting per month, December excluded.

2. West Coast Conference shall conduct at a minimum (1) one Board of Presidents and (1) Cheer coordinator meeting per month in the months January thru November. The month of December shall be reserved for the Annual Banquet.
3. Each association is entitled to one (1) vote. Proxy voting is not allowed. In the event of a tie vote the Conference Commissioner shall cast the deciding vote.
4. All Conference Commissioners shall have access to debate but shall have no vote.
5. An annual agenda listing the dates of all West Coast Conference board meetings shall be supplied in the month of February of the current year.
6. Official business of the conference may be conducted at a regular or special meeting of the conference, if a quorum of the Board of Presidents is present. A quorum shall consist of a simple majority to the total number of Associations Presidents in the conference. (WCC BY-LAWS)
7. During the season sensitive matters may need to be discussed and an action taken. An Executive Session will be called to discuss and/or resolve these sensitive situations. In an Executive Session only the President or representatives thereof shall be allowed to take part in the meeting. All information discussed while in an Executive Session is to be held confidential and may only be discussed on a need-to-know basis. **This includes, but is not limited to discussing Executive Session information with your boards or coaches.**
8. Robert's Rules of Order, Revised, shall govern the proceedings of all meetings, except where they conflict with the By-laws of West Coast Conference. (WCC BY-LAWS)

G. Mandatory Meetings/Clinics

1. **One mandatory** West Coast Conference organized administrative meeting will be scheduled for the associations Presidents, Cheer Coordinators, Player Agents (football & cheer/dance), Little Scholar Representatives, Flag Representative, and Challenger Representative, and **MUST** be attended by each, or a representative thereof.
2. All Association Head Football Coaches, or representatives thereof, are required to attend meetings which are classified as mandatory. The Association President is highly encouraged to attend as well.
3. A mandatory West Coast Conference organized Business Manager Meeting will be scheduled and **MUST** be attended by each team's Business Manager.

H. Violations

1. Any Association that does not turn-in their required paperwork, (to include but not limited to, game scores, investigative inquiries, field availability, team counts, cheer declarations, association status, and insurance locations), or pay team fees when due, **shall have their voting rights suspended until the game scores are reported, paperwork and/or fees are paid or turned in.**
2. A \$100.00 fine will be imposed on any association that is not represented by their association's President, and/or representatives thereof at any scheduled West Coast Conference board meeting.
3. A \$100.00 fine will be imposed on any association that is not represented by their association's Cheer Coordinator, and/or representatives thereof at any scheduled mandatory West Coast Conference Cheer Coordinator's meeting.
4. Failure to attend any and all Mandatory Head Coach's Meetings, in football and cheer, not to exceed two (2), one (1) before the season starts and one (1) after, will result in a \$50 fine to be paid by the coach. Failure to attend Little Scholar Training, Business Manager/Player Agent Training, will result in a \$50.00 fine. If a representative attends in their place, the representative **MUST** be a rostered staff member from the team, and they **MUST** have approval from the conference.
5. A \$50.00 fine will be imposed when required paperwork (to include but not limited to, game scores, investigation inquiries, field availability, team counts, cheer declarations, association status, insurance locations, and any other form or item being requested), has not been turned in or uploaded on to the Google Drive by the date requested. Fines are assessed per incident.
6. All fines **MUST** be paid by the next scheduled meeting in order for an association to have voting rights. Associations with outstanding fines will be excluded from any post season games or competition. The conference treasurer shall send notice to any association with outstanding fees by October 1st of the current year.

I. ID Badges

1. I.D. Cards are the property of West Coast Conference. (WCC)
2. West Coast Conference will issue **all** ID Cards for **all** association volunteers. (WCC)
3. It is misuse to loan or borrow another person's ID card to enter the sideline areas. (WCC)
4. **Any rostered coach or staff member directing action without a valid ID card will be removed from the coach's box and shall not be allowed to direct any game action.** (WCC)

5. Lost badge will incur a \$10.00 replacement fee for the 1st time. Additional badges \$25.00

J. Boundaries

1. Associations seeking membership provided they meet all the conference requirements shall be admitted by a two-thirds vote of the Board of Presidents. (WCC BY-LAWS)
2. When a new Association is accepted into West Coast Conference and their recognized boundaries now encompass an area that belongs to an established association, a participant shall enjoy the option of participating in the new association or remaining with the association the participant was with the previous year. Either situation does not require a waiver for year (1) one. (WCC)
3. An association **MUST** propose any boundary changes to the conference board in writing. The affected associations will attend a specially scheduled meeting with the conference board in which the conference board will determine if said boundary changes are allowed.

K. CONFLICT OF INTEREST POLICY

1. It is considered critical that Members of the Board, Officers of Pop Warner, Committee members and Employees shall not engage in any activity which gives rise to, or could give rise to, an appearance of claim or self dealing, divided loyalty or conflict of interest by reason of such person's position within Pop Warner.
2. In the event that such person has reason to believe his or her activities, or anticipated activities could give rise to any such claim, he or she shall have a duty to disclose such activities to the Conference Board.
3. In the event any such person may either directly or indirectly be a party or be in any manner financially interested in any contract or agreement with Pop Warner for any matter, cause or thing, such contract or agreement shall be made a violation of Pop Warner policy and same shall be null and void.
4. In addition, any such person violating Pop Warner policy will be subject to disciplinary action including, but not restricted, to removal or suspension, for any act, conduct or involvement contrary to the Rules, Regulations and Policy of Pop Warner or which might tend to bring Pop Warner into disrepute, or for failure to perform properly the duties and responsibilities assigned to each person.

L. FEES & FINES

● **Team Fees**

1. Team fees are assessed by the association's previous year's number of tackle and flag football teams and the number of flag and tackle cheer/dance squads.
2. Team and squad counts are due no later than June of the current year. (Fine item)
3. Team fees will be paid in two (2) payments due in June and August of the current year, unless agreement reached with West Coast Conference Treasurer/Board.
4. The voting rights of an association will be suspended until payments are made.
5. Referee fees - Will be assessed once the schedule comes out and payable to the conference 30 days after invoicing. Each team will be assessed based on 2 refs per game per week. For flag - 1 ref per team per week.

● **Fines**

1. All fines collected by the conference will be deposited in the West Coast Conference general fund.
2. The voting rights of an association will be suspended until fines are paid.
3. A returned check from an association member, made payable to West Coast Conference, will be assessed to the said association. The association will pay West Coast Conference the amount of the returned check plus any bank fees.

M. CHANGING TEAM COLORS

1. Any changes made to the association's colors, and/or, uniforms **MUST** be submitted to the conference board for approval.
2. It is required that each team have and/or have access to Home and Away jerseys to avoid conflict when traveling.
3. You are required to have two sets for National Play-Off/Championship games.

SECTION 4 – COACHES/ADMINISTRATORS/ VOLUNTEERS/PARTICIPANTS CODE OF CONDUCT & ADULT CODE OF CONDUCT

A. Coaches/Administrators/Volunteers/Participants Code of Conduct: All coaches, administrators, volunteers, football and spirit participants will abide by a Code of Conduct which includes the following provisions. If any of these rules are broken, the Conference shall have the authority to impose a penalty. All Persons shall:

1. Refrain from engaging in any action which reflects negatively on, or causes embarrassment to, the Pop Warner program.
2. Not smoke and/or use smokeless tobacco on the field.
3. Not criticize players/spirit participants in front of spectators, but reserve constructive criticism for later, in private, or in the presence of team/squad members if others might benefit.
4. Accept decisions of the game officials and judges on the field and in competitions as being fair and called to the best ability of said officials.
5. Not criticize an opposing team, its players, spirit participants, coaches, or fans by word of mouth or by gesture.
6. Emphasize that good athletes strive to be good students and that both are physically and mentally alert.
7. Strive to make every football and spirit activity serve as a training ground for life, and a basis for good mental and physical health.
8. Emphasize that winning is the result of good teamwork.
9. Not engage in excessive sideline coaching and shall not leave the bench area to shout instructions from the sidelines.
10. Together with team officials, be jointly responsible for the conduct and control of team fans and spectators at all times. Any fan who becomes a nuisance and out of control will be asked to leave.
11. Not use abusive or profane language at any time.
12. Not “pile it on;” not encourage their team to get a commanding lead and raise the score as high as it can. In these instances, every effort shall be made to let all players play.
13. Not receive any payment, in cash or kind, for services as a volunteer or participant in Pop Warner Football/Spirit. This includes any coach, expert, consultant or choreographer, regardless of his/her roster status.
14. Not permit or encourage “sweating down” tactics in order for a player to make the team weight.
15. Not recommend or distribute any medication, controlled or over the counter, except as specifically prescribed by the participant's physician.
16. Not permit an ineligible player or spirit participant to participate in a game, practice, and/or team event. (WCC+NAT)
17. Not deliberately incite unsportsmanlike conduct.
18. Not possess or drink alcoholic beverages and/or use any illegal substance(s) on either the game and practice fields.
19. Remove from a game or practice any participant when even slightly in doubt about his/her health, whether or not as a result of injury, until competent medical advice is available.
20. Be responsible for and control their fans at all times. Remember as a team coach, you are responsible for your team, and fan reaction will usually be in step with your reaction. (WCC+NAT)
21. Each volunteer, coaching staff and board member shall follow the appropriate chain of command within their association and conference. (WCC)
22. Uphold all rules and regulations, National, Regional & Local, regarding Pop Warner Football, Cheerleading and Dance.

B. General Regulations

1. The “Code of Conduct”, shown in A. above, applies to all volunteers, members, coaches, staff, participants and administrators. (WCC)
2. The term physical assault includes, but is not limited to: hitting, slapping, pushing, spitting, kicking or striking in any way with any part of the body or any physical implement. (WCC)
3. The possession and/or use of alcoholic beverages and/or drugs shall be strictly prohibited at all games or practices and all team/ association/conference organized functions where the participants are present. Parents shall be notified of this, in writing, prior to their child participating in any team function. (WCC)

C. Violations

1. For Violation of any part of “**Code Of Conduct**” listed above the penalty shall be:
 - **First offense** - a one week suspension
 - **Second offense** - Suspension for the remainder of the season
 - **Major offense** - Minimum one year suspension. (WCC)

D. Adult Code of Conduct

1. In order to uphold the goals of Pop Warner and ensure that all participants have the benefit of a safe and fun learning environment, all parents, guardians and other adults and attendees of Pop Warner events, including but not limited to practices, competitions, and banquets, must behave in a respectful, courteous and sportsmanlike manner at all times. Pop Warner reserves the right to suspend and/or remove any individuals from the program or its events in order to ensure the safety of its members and uphold its mission. (NAT)
2. At any Pop Warner event, practice or competition, Any Adult who: verbally abuses; attempts to intimidate; is flagrantly rude, attempts to intimidate, verbally abuse, taunts, ridicules, boos, throws objects or, cannot control their language or action with an official, coach, volunteer, staff member, participant, or other event attendee will be asked to immediately leave the Pop Warner event. His/her child(ren) may also be immediately removed from the Pop Warner event. (WCC)
3. He or she will receive a written warning regarding their behavior and may be suspended from the next week's practice and game. (WCC)
4. Any adult that commits a second similar offense will be banned from Pop Warner events for the remainder of the season and their child(ren) may also be removed from Pop Warner for the remainder of that season. (WCC)
5. Any adult who physically assaults an official, coach, volunteer, staff member, participant, or other event attendee will be banned from Pop Warner and their child may also be removed from the Pop Warner program for one year from the date of the offense. After one year, the parent may apply for reinstatement of his or her child. If the adult commits a second offense, he or she may be banned from Pop Warner and the child(ren) may be permanently removed from Pop Warner. (WCC)
6. The term physical assault includes, but is not limited to: hitting, slapping, pushing, spitting, kicking or striking in any way with any part of the body or any physical implement. (WCC)
7. Any adult engaging in any action which reflects negatively on, or causes embarrassment to, the Pop Warner program is subject to disciplinary actions of the association and/or conference.
8. **Due Process** must be given when a violation occurs. A Tribunal may or may not be required.

SECTION 5 – COACH'S REQUIREMENTS

A. Eligibility

1. The head football coach, assistant coach(s) or Football/Cheer Commissioner must be 21 years or older in order to supervise at all practices, games and functions. (NAT)
2. ALL Football & Spirit Head Coaches, Assistant Coaches and Coach Trainees **MUST** complete and pass the USA Football Heads Up Program and/or the YCADA online Coaches Education and Testing program to be eligible to coach. All rostered spirit staff must successfully complete the YCADA Online Coaches' Education and Testing including, but not limited to Head Coach, Assistant Coaches, Coach Trainee, Student Demonstrators, Coordinators, etc. (NAT)
3. Successful completion of the USA Football Heads Up Program is valid for one (1) year. (NAT)
4. Successful completion of the Cheer/Dance Coaching program is valid for three (2) seasons. (NAT)
5. The minimum age requirement of the "additional support personnel" i.e. Business Manager, Equipment Manager, Team Parent and Trainer shall comply with the requirements for assistant coaches, which is a minimum of 18 years of age. (WCC)
6. Concussion Safety Training is required each year. This training is included in the USA Football training courses. All other rostered football and cheer staff must complete the training which can be found on the CDC website (<https://www.cdc.gov/headsup/youthsports/coach.html>).
7. Teams/squads are permitted to carry a Coach-trainee, **who must be a minimum of 16 years of age and a maximum of 17 years of age.** They **MUST** also comply with player requirements, supplying all of the appropriate paperwork required for anyone under the age of 18. (NAT)
8. Student Demo - squads are permitted to carry a maximum of 4 Student Demonstrators, **who must be a minimum of 15 years of age and a maximum of 17 years of age.** (Demonstrators may be 14 if cheering on their high school spirit squad.) They **MUST** also comply with player requirements, supplying all of the appropriate paperwork required for anyone under the age of 18. Student demos must be 2 years older than their rostered team.
9. Head coach must have some knowledge of football. An assistant coach must have some knowledge of football. (WCC)
10. See Spirit Section for squad coaching members.

B. Staff

1. Each football team may roster (2) two official water-person(s) to their team. This water-person(s) MUST be Pop Warner age (5-15). They **must** also comply with player requirements, supplying all of the appropriate paperwork required for anyone under the age of 18. (NAT)
2. There is No official water-person position in Cheer/Dance.
3. All board members, rostered staff members, water-persons, coach trainees, student demos, etc. must have a valid badge issued by West Coast Conference ID card. (WCC)

C. CPR and First Aid

1. Even if there is a physician, registered nurse, paramedic or EMT affiliated with the team, the Head Coach and one (1) other rostered staff member over the age of eighteen (18) of the team must be the holders of valid Red Cross certificates in community CPR and First Aid, or its equivalent, **before** practice starts. Each team is responsible for the attendance of at least **one** person qualified and marked with an * on the roster as heretofore described at every practice and game. (WCC)
2. Head Football Coaches must have automated external defibrillator certification bi-annually and is included with USA Football Training. (California Youth Football Act)
3. The Head coach **must** be one of the two coaches/rostered staff members possessing a CPR/ First Aid or PREPARE Certificate. (WCC)

D. General Regulations

1. Coaches within the West Coast Conference will set an example at all times to the players, spirit participants, parents and fans. (WCC)
2. Remembering that you are a representative of West Coast Conference, coaching attire should be neat and clean for all practices and games. (WCC)
3. Each football team and spirit squad head coach shall attend any and all Mandatory Head Coach Meetings, not to exceed two (2). One to be held before the season begins and one after. Failure to attend will result in a fine, See Section 3, H, Violations. (WCC)
4. Chain of Command: The team/squads staff report to the Head Coach, who in turn is under the administration of the association Board of Directors. The Presidents of the Board of Directors report to the West Coast Conference Commissioners. The West Coast Conference Commissioner's report further to Wescon and then to National. Be respectful and follow the Chain of Command to ensure proper handling of information and concerns.
5. Attire - Proper coaching attire is required at all practices and games, to include athletic shoes

E. Coach & Staff Interviews and Selection

1. As a condition of service to a Pop Warner league, all Coaches, Board of Directors' Members and any other persons or volunteer workers who have repetitive access to or contact with players and/or spirit participants, **MUST** be cleared through Sterling Volunteers (2022 season). Upon validation from the Department of Justice, in order to be in compliance with AB506, all coaches and staff will need to be cleared through LiveScan and annual clearance through LiveScan must be verified prior to the applicant assuming his/her duties for the current season, and should be submitted to the League President prior to the start of the current season. Refusal to comply with LiveScan requirements **shall** result in the immediate dismissal of the individual or denial of participation for the applicant. (WCC per California Requirements for Volunteer Youth Organizations)
2. All Coach Trainees, Student Demonstrators & Water Boys under the age of 18 must be registered/certified in the same manner as all other minors participating in Pop Warner Football, Cheer & Dance.
3. Any applicant found to have been convicted of a crime involving or against a minor shall be barred from coaching. Any coach charged during the current season with a crime involving or against a minor shall be suspended temporarily from coaching pending the outcome of that charge. (WCC)
4. A list of all Head Coaches Football & Spirit will be submitted to the Board of Presidents for review and approval. This list will be populated and held in Google Drive. (WCC)
5. An Association's President or West Coast Conference board member **may** request **any applicant** to appear before the board of Presidents that they take issue with. (WCC)
6. Any staff member's interview **must** be conducted during an "executive session". (WCC)
7. Each Association shall have one vote in the Head Coach approval process. (WCC)
8. Each Head Coach **must** be approved by the Board of Presidents before the first day of practice. (WCC)
9. To be a coach in Pop Warner is a privilege and is not a lifetime job, i.e., just because the candidate has coached in previous years does not mean he will be given a coaching position for the upcoming season. (WCC)

10. If an applicant is denied a head coaching position, they can be re-considered for another volunteer position. (i.e.) assistant coach, business manager, etc. (WCC)
11. All Coaching staff, and applicable staff on the roster, Football and Spirit, must successfully complete the nationally approved Pop Warner certification courses, as described by national rule. In addition, they must attend all West Coast Conference Mandatory Training Sessions. (NAT+WCC)
12. **A Head Coach, Assistant Coaches, and/or staff on roster shall not participate in any practice until the above said requirements are satisfied.** (NAT+WCC)
13. A penalty will be given if any association were found to be using a “paid” coach/trainer who was not on the roster. The penalty may include no post-season games, suspension, and any other disciplinary action as outlined in the National Rule Book, Policy Manual and Administrative Manual. (WCC)

SECTION 6 - REGISTRATION

All association Players Agents and Little Scholars Representatives are required to attend an annual Mandatory Training on Registration, Certification and Scholastic Eligibility Requirements. See Section 3(G)(H)

A. Boundary Waivers

1. Individual associations may allow participants living within association boundaries to have priority over out of association participants in registration. (WCC)
2. When a participant registers in an association outside of their own association, the player/parent must be advised that a boundary waiver must be signed by the Presidents of the two associations within 30 days of the registration date, or the participant must register with their home association. (WCC)
3. All candidates must have a waiver if they are registering out of their proper boundaries before they are certified on a team roster.
4. **The West Coast Conference supplied Waiver MUST be used.** (WCC)
5. All waivers shall be valid for one (1) year only, although consideration should be given for returning participants to continue with the association in which they participated. (WCC)
6. West Coast Conference believes the decision to sign or not sign waivers should be made to primarily consider what is best for the child(ren) in question. How detrimental or beneficial it would be for an Association as a whole if the waiver was or wasn't signed should be a mitigating factor. (WCC)
7. Any Boundary Waiver dispute shall be resolved by a Boundary Resolution Committee (Boundary Committee) at the earliest opportunity following the guidelines above, and what the Committee believes is in the best interest of the participant(s). The Committee shall be composed of an odd number of Commissioners and Presidents, with more Presidents than Commissioners, and no less than two (2) Presidents. The Boundary Committee will also resolve and decide on all other Boundary Disputes. (WCC)
8. 30 Days Rule - If a regularly scheduled West Coast Conference Presidents meeting, or other meeting required by an Association to approve a Boundary Waiver, is not scheduled within 30 days of a participant's registration, the 30 Days requirement is extended to the next regularly scheduled West Coast Conference Presidents meeting. (WCC)
9. Recruiting, Soliciting, or Enticing participants, either directly or indirectly, from previously affiliated West Coast Conference Association rosters is strictly prohibited and will subject any Coach found in violation of this prohibition to be suspended for a period of 12 months. (WCC)

B. Ages and Weights

1. Each association shall determine the age/weight eligibility of each applicant using the National Pop Warner age/weight chart provided in the National Rule Book, with the exception of Jr. Mighty Mite. (WCC)
2. West Coast Conference may field **EITHER** age-weight based teams for tackle football (Mitey Mite, Jr. Pee Wee, Pee Wee, Jr. Varsity, Varsity) **OR** age-based tackle teams. (WCC)
3. Any player **MUST** be cut who:
 - a) Weighs 6 or more pounds above the maximum weight for the selected division of play, at the time of the initial practice session. (NAT)
 - b) Weighs 3 or more pounds less than the minimum weight for the selected division of play, at the time of the initial practice session. (NAT)

C. Operation Schematic

The age-weight schematic provides a uniform series of three basic years of age qualification for each division of play, with a fourth year of eligibility falling under more stringent weight restrictions (the “older/lighter” player). The “older/lighter” player is indicated by an asterisk. *No “older/lighter” for the Mitey Mite divisions is allowed.* (NAT)

Note: There is NO Tiny Mite Division in West Coast Conference, See Mitey Mite.

Tackle Football Age/Weight Schematic

Division	Certification Weight	Ages
Flag	NA	5,6,7
Mitey Mite	45-105	7, 8, 9
Jr Pee Wee	60-120	8, 9, 10
(older/lighter)	60-100	11*
Pee Wee	75-135	9, 10, 11
(older/lighter)	75-115	12*
Jr Varsity	90-160	10,11,12
(older/lighter)	90-140	13*
Varsity	105-185	12,13,14
(older/lighter)	105-165	15*

Tackle Football Age Based Schematic

Division	Certification Weight	Ages
Flag	NA	5,6,7
6U	NA	5, 6
7U	NA	6,7
8U	NA	7, 8
9U	NA	7, 8, 9
10U	NA	8, 9, 10
11U	NA	9, 10, 11
12U	NA	10, 11, 12
13U	NA	11, 12, 13
14U	NA	12, 13, 14

*****A child’s age on July 31st is his/her age for the season for both age/weight and age based schematics.**

SECTION 7 - TEAM FORMATION

A. Preliminary Assignments of Players to a Division

1. At the time of registration, all players are assigned to a particular division, not a team. ~~A division is one of six categories grouping ages & weights for different levels of play.~~ An association cannot determine the number of teams it will form in a division until after the majority of the registration process has been completed. (WCC)
2. Associations shall attempt to assign **ALL** first time players to the **LOWEST** age/weight or age-based **DIVISION** for which they **QUALIFY**. (NAT + WCC)
3. When a parent disagrees with the association’s assignment and demands that their child be moved up to the next highest division, or down to the next lowest division, the association **shall require** the parent or legal guardian to sign a conference provided waiver in order to do so. The waiver cannot violate the national rule regarding 6 pounds over and 3 pounds under on the first day of practice. (NAT+WCC)
4. All team assignments are considered **PRELIMINARY** until after certification. (WCC)

B. General Regulations

1. Associations shall not draft teams until the majority of player registration is accomplished. (WCC)
2. Players on a waiting list **ARE NOT** eligible for **ANY** team activity. In the event a space becomes available the players on the waiting list shall be notified, beginning with the lowest priority number. No other method shall be used. (NAT + WCC)

C. One Team Per Division

1. When an association has only one team in a division, each eligible player shall be placed on the appropriate team using **ONLY** the Association team formation process/procedure (Ref. 7A) (WCC)
2. Any remaining players will be notified that they will be placed on a waiting list. (WCC)
3. A waiting list may not be established until a maximum of 35 players is reached on a team. (WCC)

D. Multiple/Expansion Teams

1. When an association's registration has generated enough players within a single division to form multiple teams, an association will determine National or Local strategy to form multiple teams in a single division. As long as the rules of registration are followed and the participants have completed the Association's registration process when forming teams or placing players on a waiting list. (WCC)
2. When an association conducts evaluations as a means to place players on teams; the association must wait until **AFTER** the players have registered, to justify a draft for each team being drafted. The Association **MUST** submit a written proposal of how teams will be formed and Event request form **PRIOR to conducting any EVALUATIONS to West Coast Conference for approval regarding how the evaluations and when the draft will be conducted, two (2) weeks prior of the date desired.** (WCC)
3. No more than the maximum number allowed per team (35) in the division shall be allowed to participate in evaluations.

E. Flag Football

Flag teams shall follow the exact same procedure excluding the weight requirements. (WCC)

F. Spirit and Dance

Spirit and dance participants will follow the policy provided within the Spirit section of this manual. (WCC)

G. Violations

Violations of Section 6 and/or 7 will result in the following:

1. Players found in violation of Sections 6 and/or 7 will be considered an ineligible player until such time as they report to the team they were originally assigned to. They are not allowed to participate on any other team. (WCC)
2. Teams with ineligible players will **FORFEIT ALL GAMES** in which ineligible players participated. Further, if an association violates Section 6 and/or 7, **ALL** of their teams will be prohibited from playing or participating in **ANY** post season games. This will include but is not limited to; championship, regional, national, bowl and invitational games. (WCC)

H. Team Placement:

1. West Coast Conference will be divided into two divisions which are National and Local
2. Teams will be formed at the discretion of the association and placed accordingly.
3. There is only one level of play for Age based levels. It is possible that an undetermined number of placement games will be played in the season prior to adjustment of team placement to better match their abilities.
4. The top 4 teams at a minimum will earn a spot in bracket play, with the top 2 playing for conference Champions.
5. Local divisions will play locally and play in the Best of the West

SECTION 8 – West Coast Conference CERTIFICATION & ELIGIBILITY REQUIREMENTS

Please see the West Coast Conference Certification Manual & Scholastics Manual for complete instructions on preparing the teams/squads books and rosters, and certification procedures.

A. General Regulations

1. It is the responsibility of the *conference* board members to make sure that all candidates are certified. For weighted divisions such as Mitey Mite - participants will be in shorts and without shoes. This will ensure all weights recorded are stripped weights. For all other divisions participants will be verified against their official picture. (WCC)
2. All scales used at certification and/or game day weigh-ins MUST have proof of calibration/accuracy certification within the last 24 months. (WCC)
 - a. Each association MUST have a certified 10 to 20 pound weight to verify scale accuracy.
3. This certification process will include a printed alphabetical order roster for each team in the association, the books containing the ID Cards in alphabetical order, and the books containing each participant's registration paperwork. (WCC)
4. At certification, a photograph, no older than two (2) years shall be adhered to the designated area of the ID Card. (NAT + WCC)
5. All Player Placement Waivers must be with the ID Cards at weight certification.
6. All mandatory cuts must be made by the association's board. No team, coach, staff member, or individual may cut a player or cheer/dance participant for any reason. (WCC)
7. All questions concerning eligibility/illegal player disputes shall be in writing to the West Coast Conference. The Conference shall forward such dispute to the Investigation Committee. Committee findings shall be reported to the Board of Presidents at the next Conference meeting. (WCC)
8. All residency questions must be turned in to the West Coast Conference, in writing, within fourteen (14) days after the Association Presidents receive a roster showing violation. (WCC)
9. At certification, a player who fails to make the weight for the team he has been practicing with, but falls into the weight bracket of another division, MUST be moved to the other division as part of certification. (NAT) **There is no make-up certification.**

SECTION 9 - PRACTICE

Note: The viewing of home videos and/or films of a game or competition does not count towards practice time if viewed under the following conditions: (1) it is not made mandatory for **any** of the participants, (2) there are no instructions given during the viewing, (3) its' purpose to be shown is strictly for entertainment. (WCC)

A. General Regulations

1. **NO** Saturday or Sunday practices are allowed, unless approved by the conference commissioner. (WCC)
2. In the event a pre-season or regular season game is scheduled on or before Labor Day weekend, all teams scheduled shall eliminate 1 day of practice (2-1/2 hours) during that week (one of the five days preceding the game). (WCC)
3. The head coach shall make certain that **all** players are involved in practice sessions. (WCC)
4. Every team (Football, Flag & Spirit) **shall** have the Official Team Book, in addition to the ID Card Book with Participant Contract, Birth Certificate, Medical History & Physical Fitness Form and Scholastic Eligibility documents with them at all times. This includes, but is not limited to practices, games, fund-raisers, and any/all team functions. (NAT+WCC)
5. All registration paperwork must be complete for a participant to be eligible to start practice. See National Rule on registration to review all requirements. (NAT)
6. Attendance records **shall** be maintained and conditioning hours **shall** be tracked for each participant and must be continued to be tracked until all team/squad participants have completed their conditioning. These records **shall** be on hand and made available to any West Coast Conference official that requests to review them up to the last available certification date. (WCC) **** attendance/conditioning tracking form to be provided**
7. Any participant, who has been checked by a doctor as a result of a Pop Warner activity, must have a written doctor's release in order for the participant to resume his/her participation with the football or spirit leading activities. (WCC)
8. All practices must be attended by at least one team rostered staff member holding a Red Cross Community CPR and First Aid Certificate, or its equivalent. (WCC)

B. Full Protective Equipment Required

Note: Detailed requirements and restrictions can be found in the Pop Warner Little Scholars Official Rules and the National Federation of State High School Associations Football Rules Book.

1. Mouthpieces must be worn during the conditioning period. No Clear or White mouth guards may be used. All mouthpieces must have a keeper strap, attached to the helmet at all times. The keeper strap is not required for the flag division. (WCC+NAT+NFHS)
2. If helmets are to be worn during practice, ALL players must wear them or none at all. (WCC)
3. Helmet: Only helmets bearing the NOCSAE Seal of Certification may be worn. All helmets must bear the current NOCSAE approved "Warning Label" in a visible position on the outside of the helmet. This "Warning Label" is the same label that is furnished by all helmet manufacturers and quality reconditioning companies. (Note: Regulations regarding chin straps and face guards are to be followed per the National Federation or NCAA regulations, whichever is applicable.)
4. Helmets - Helmets must be certified each year and have a current year sticker to be used in competition. Helmets must be reconditioned every two years and under no circumstances can have a manufactured date older than 10 years. If the helmet appears to be sound, in reasonably good condition, and a brand that is commonly accepted as safe then the child may play. If there is a question regarding the safety or age of a helmet, and/or its NOCSAE approval, bring it to the attention of the board member in charge of the field, your President, and the opponent's business manager. It can be reported with the scores. West Coast Conference will follow up with that association and make the determination if the helmet needs to be replaced. (WCC)

C. Before Labor Day – Tackle Teams

1. Dummy bags and footballs shall be allowed on the field during the first ten (10) hours of practice, but may be used for non-contact situations only (WCC)
2. During conditioning, there shall be no physical contact with other players, coaches or equipment. (WCC)

D. Warm Weather Precautions

1. Teams must guard against serious heat problems, which in extreme high school and college cases have occasionally resulted in death. See the National Rulebook and the Risk Management manual for managing warm weather.
2. At a minimum, a five (5) minute break is mandatory every 30 minutes of each practice, not to be counted against practice time. (NAT + WCC)

E. Controlled Inter-Squad Scrimmage

1. A maximum of two (2) controlled intrasquad scrimmages are permitted for all teams Flag through 14 U to include Unlimited if a squad is filled, prior to Week 0. (WCC)
2. Controlled scrimmages for MM - 14 U/ Unlimited, may resume to one per week, in lieu of its regularly scheduled practice session, beginning the week of the respective divisional bracket play. Scrimmages are limited to a maximum of 30 offensive plays per team. *All other scrimmage rules apply including the National rule regulating the amount of contact during practice. (WCC)
3. Scrimmages may be scheduled against any West Coast Conference teams within its respective division. (WCC)
4. Intrasquad scrimmages are considered Practice and are subject to all of the practice rules stated above including allowable practice hours. (Defined – if you have a Scrimmage scheduled for the Saturday of any week – you must have a 'non-practice day' during the week so that you do not exceed the weekly practice hours allowed.) (WCC)
5. West Coast Conference and the Association President MUST be notified and approve all intrasquad scrimmages. Participation in a non approved/ notified inter-squad scrimmage will result in the one (1) week suspension of BOTH participating Head Coaches beginning the Monday prior to the first scheduled game, regardless of the reason. (WCC)
6. Mandatory play rules do NOT officially apply to intrasquad scrimmages, however, due to the purpose and nature of these events – it is recommended that all eligible players be allowed to participate. (WCC)
7. A weigh-in is not required before a scrimmage. However, National rule states that any player must be cut who weigh 6 or more pounds above the maximum, or 3 or more pounds under the minimum, weight for the selected division of play at the time of the first practice. (WCC+NAT)

F. Violations

1. Any violation of the above listed conditioning/practice and/or scrimmage rules shall result in the minimum suspension of the Head Coach for a one (1) week period beginning the Monday prior to the first scheduled game. (WCC)

2. All inter-squad scrimmages MUST be approved/ recognized by West Coast Conference. Participation in a non approved/recognized inter-squad scrimmage will result in the one (1) week suspension of BOTH participating Head Coaches beginning the Monday prior to the first scheduled game, regardless of the reason. (WCC)
3. The Head Coach and any staff member involved in any early or unauthorized practices, as defined by the National Rulebook will be suspended from practice for two (2) weeks and the next scheduled game. If the Association fails to enforce the suspension the association will be subject to a \$500.00 noncompliance assessment/fine. (WCC)
4. More severe penalties may be levied where circumstances warrant or for repeated offenses. (WCC)

SECTION 10 - CAMPS & CLINICS

A. Off-Season Clinics – Football & Cheer

1. Do NOT use the Pop Warner name unless you request to do so in advance and it does not conflict with national partners.
2. Do NOT make it mandatory. Do NOT use Pop Warner Rosters or tools associated with Pop Warner unless you receive prior approval.
3. Pop Warner Coaches can assist, but should not be the Lead Instructors. A coach is a Pop Warner coach once the conference approves/confirms coaches for the upcoming season. Do NOT conduct team specific clinic/practice. You cannot have a team together going through the camp/clinic that will be rostered together come August 1st of the current year.
4. Camp/Clinic must be open to the entire conference.
5. Each Association may conduct only ONE camp per year and have a single site for the camp.
6. Get separate insurance.
7. Event request forms are required for any event that is not a regularly scheduled practice or game (this includes pre-season scrimmages).
8. Invite all age groups. Have all age groups do their stretches together. After stretches break up into age appropriate groups, but not by teams. Example: All 8 year olds, or all 8 & 9 year olds.
9. General football items to teach may be how to hold, catch or throw a football, proper stance, gaps/holes, different types of formations (“I”, wing, double wing, cover 2 cover 4, etc.).
10. All Camps MUST be completed by July 15th. (NAT)

B. Violations

Any coach or staff member found to be in violation of this rule will result in him/her being deemed ineligible to become part of the staff for any West Coast Conference affiliated Association/Team in the upcoming season. (WCC)

SECTION 11 – IMPORTANT POINT – MEDICAL & CONCUSSIONS

Each volunteer is required to read and adhere to all rules outlined in the National Rule Book and Risk Management Manual regarding medical, injuries and concussions.

A. Medical Release Forms

1. All teams/squads are **REQUIRED** to have a staff member carry the entire team’s medical release forms (*contracts*), physicals that show allergies or conditions and emergency numbers for all players and spirit participants in case in an emergency their parent(s) or guardian must be reached. Having the family physician’s number opposite the participant’s name is also recommended. (NAT + WCC)

B. Casts, Braces, etc.

1. Hard and unyielding items (guards, casts, braces, etc.) on the hand, wrist, forearm, elbow or upper arm are prohibited, unless padded with a closed-cell, slow-recovery foam padding no less than ½” thick. (NFSHS)
2. The participant MUST have a written doctors’ release advising that the athlete can participate with the items listed in number 1 above, and updated every 7 days to continue participation. (WCC+NAT)

SECTION 12 – IN-SEASON DETERMINATION OF WEIGHT

A. General Regulations

1. Weigh-ins and/or player check-ins will be conducted by the two opposing team business managers. No coaches will be allowed near the scales or check-in areas. In lieu of a business manager, Board Members from both Associations may conduct weigh-ins/player check-in. (WCC)
2. Business Managers may use one assistant to aid in the weigh-in procedure. This assistant may be either the spotter/checker for the day, team parent, or a board member. (WCC)
3. Other than the team's Business Manager, a Board Member associated with either team's staff **MAY NOT** conduct or assist the weigh-ins. (WCC)

B. Prior to Weigh-in/Check-in

1. **NO** team shall be allowed to weigh-in/check-in without a certified roster, ID Cards, team book, and the Mandatory Play form filled out in numerical order by jersey number. (WCC)
2. **Only the ID Cards, Roster and MPR Form are needed at the scales/check-in area.**
3. The certified rosters must be present with your books at each weigh-in/check-in. (WCC)
4. Any roster changes, made after certification, shall be coordinated with the appropriate Commissioner or Vice Commissioner, Deputy Commissioner and the Associations involved prior to the game. (WCC)

C. Equipment, Patches & ID Badges to Be Inspected at Weigh-ins

1. The Business Manager or his/her assistant **MUST** check each player's cleats. (WCC)
2. The Business Manager or his/her assistant **MUST** check that each player has the Official Pop Warner patch attached to their game jersey. Patches may only be placed on designated areas on the uniforms as determined by National. (*See the National Patch Placement Form*) (NAT). If the player does not have the patch on the uniform he/she will not be allowed to play in the game until a patch can be properly added to the uniform.
3. Challenger uniforms may bear their home association patch or direct embroidery on the right upper breast of their jersey. Players not living within the West Coast Conference boundaries may wear the emblem of their home association or that of the West Coast Conference.
4. Athletic Supporters/Compression should be verified at check-in. (WCC)
5. Helmets are checked at the scales/check-in area. See Section 9(B) for Helmet specifications. (WCC)
6. It is the Head Coach's responsibility to make certain that each of his players is properly equipped prior to each game. (WCC)
7. All equipment **MUST** be legal and sanctioned by the Conference. (WCC)
8. Check that each rostered personnel on the opposing team have their ID badge.
9. Personnel without ID badges cannot be on the sidelines or have any direct any action of the participants on the sidelines. ***There are no courtesy badges or exceptions.** (WCC)
10. Badges are to be worn on shirtfront, collar or from a lanyard. Must be easily visible & easily identifiable. (WCC)

D. Game Day Weigh-Ins - Mighty Mite Division

1. **NO PRE-GAME WEIGH-INS:** There is to be NO utilization of the scale prior to the official team weigh-in.
2. Players are weighed with required equipment, excluding helmet. Players must play with the same required equipment they were wearing at weigh-in. Example – players cannot change shoes, shoulder pads, or other required equipment after weigh-ins. You play in, what you weigh in. (WCC)
3. Players using non-required equipment (arm pads, rib protectors, etc.) **may either:** Weigh in with the extra equipment, or Remove the extra equipment prior to weigh-in, and put it on in front of the Business Manager after weighing in. (WCC)
4. No required equipment may be altered or switched to aid any player at weigh-ins, i.e., different shoulder pads, rib pads, etc. (WCC)

NOTE: Optional equipment, if attached to required equipment in a permanent manner (screws, bolts, etc.) – become part of the required equipment. If removed to make weight, it cannot be reattached to play the game. (Example – a rib protector vest may be removed and is not attached – this is a separate piece of non-required equipment. One that has been attached to a set of shoulder pads by screwing or riveting on the straps is not intended to be removable and has become part of the shoulder pads. Attachment via 'quick disconnect' clips are not permanent). (WCC)

1. Weigh-ins/check-ins will be completed 30 minutes prior to the scheduled start of the game. (WCC)
2. Any player arriving late may be weighed-in/checked-in up to the game's scheduled starting time. (WCC)
3. The acceptable method of in-season weight check with uniform and equipment allowance shall be used. (NAT)
4. A medical scale shall be used. If not available, a lesser scale may be used if its accuracy can be checked against a weight of known value. (NAT)
5. For judging a player's weight, all weights shall be rounded to the nearest full pound – i.e., a player weighing less than ½ pound above a full pound will be rounded down, while a player at or above ½ pound will be rounded up. (NAT)
6. Not even by agreement between opposing teams, may Head Coaches allow over-weight or under-weight players to participate in a game. (WCC)

The following weight allowances for wearing of equipment and full game uniform shall be used. All weights are without helmet. **Full game uniform includes all required equipment he will wear during the game:** (NAT + WCC)

7. Weight maximums and minimums are calculated by adding strip weight plus the uniform/equipment allowance according to the approved weight schematic for the particular division of play. (WCC)
8. Once weigh-in is complete, no player shall leave the playing/ practice/ warm-up area without a representative of the opposing team, a West Coast Conference Commissioner or local Board Member. Please send your team to the restroom before weigh-ins. (WCC)

E. In-Season Weight Increase (Age-Weight based schematic)

1. Weigh-in schematics that include incremental weight increases will be passed out to the Head Coach prior to the start of the season by their Association President. (WCC)
2. Players whose weight falls outside the acceptable range may be retained by the opposing Business Manager for strip weight check after all players have completed their uniform weigh-in, if requested by the player and/or his Business Manager. (WCC)
3. The purpose of the strip weight procedure is to determine the player's actual weight without equipment and uniform allowance. The player is to remove all clothing and football equipment (including shoes) except what would preserve his dignity, i.e. gym shorts, under-shorts, and girdle. It is the home team's responsibility to provide a proper location to conduct this procedure. (WCC)
4. If the player passes the stripped down weigh-in, he may play in full uniform, including any approved optional safety equipment. (WCC)
5. Once a player **passes** the weigh-in, he cannot be challenged or re-weighed. (WCC)

F. Failure to Pass In-Season Weigh-In (Age-Weight based schematic)

1. Determination of the Weighmaster (*Business Mgr.*) as to the weight eligibility of a player is final. (NAT + WCC)
2. If the player **fails** the stripped down weigh-in, he shall be disqualified from participation in the game. He **MAY NOT** be re-weighed. He may sit on the bench with the team after he has removed his helmet and shoulder pads. (NAT+WCC)

G. Violations

Violations of **ANY** of the weigh-in procedures may cause the immediate dismissal of the player involved, a hearing and possible dismissal of the coach involved. (WCC)

SECTION 13 – MANDATORY PLAY RULE

A. The Head Coach's Responsibilities

1. Only the Head Coach, or in his absence the acting Head Coach, is responsible for ensuring the implementation of this rule. (WCC)
2. Each Head Coach is responsible to turn in to his Association President the signed Mandatory Play Rule form at the **END OF EACH GAME DAY**. (WCC)
3. Business managers, checkers and spotters are not allowed in the opposing team box during a game. (WCC)

B. The Business Manager's Responsibilities

1. The team Business Manager or the Official Checker designated by the Business Manager will determine whether each player on the opposing team has played the mandatory number of plays by using the approved form and observing the opposing team from **OPPOSING TEAM'S** sideline.
2. The Business Manager must be prepared, at all times, to provide the Head Coach with the number of plays each player has completed. (WCC)
3. The team checker **MUST** be at least **18 years of age**. (WCC)

C. The Association's Responsibilities

1. Each Association shall also have the responsibility to implement and enforce this rule. (WCC)
2. Presidents will collect all MPR forms and review for compliance with the rules. (WCC)
3. If a player, coach, or member of the staff is ejected from the game, the President or designee must notify West Coast Conference within twenty-four (24) hours. (This can be done when calling or emailing in the scores.) The Head Coach or staff member will be automatically suspended from practice for one week (7 days) effective immediately, including the next scheduled game. There is no protest for an ejection – The Official's word will be final. (WCC)
4. All MPR forms will be kept by the associations unless requested by conference for review. (WCC)

D. The MPR Form

1. Any West Coast Conference Commissioner can monitor MPR rule compliance at any West Coast Conference Games. (WCC)
2. Use only an "X" to designate a completed play. (WCC)
3. Any player, coach, or member of the staff that has been ejected from the game must be clearly noted on the MPR form. (WCC)
4. Each player, except those players which are absent, disciplined or injured, shall play the appropriate number of plays. (WCC)
5. **MPR Forms for games with run-up scores or MPR challenges MUST be uploaded to Google Drive by 4 pm Sunday each week.**

E. General Regulations

1. Prior to the first game, explain the Minimum Play Rule to all players, telling them that if a coach gets wrapped up in a game and loses track of playing time not yet given them, to politely remind the coach of this memory lapse. (WCC)
2. At all parent meetings, verbally, and if all parent communications in writing, advise the parents of the MPR. Should the parent observe a lack of playing time given to his/her child, they are to bring it to the attention of the Head Coach first- after the game, and if failing there, report same to the President of the team's Association. (WCC)

F. Violations

1. **Failing to start players in the fourth quarter who have not completed their minimum plays:** (WCC)
 - b) Head coach will receive a suspension up through the following game.
 - c) If the violation occurs during post season play, that coach must address the West Coast Conference regarding this violation before he will be allowed to coach in the following year.
 - d) The game results in a forfeit.
2. Players who are **falsely listed as absent, injured or disciplined** shall also receive double the number of plays in the following game. (WCC)
3. The **only** evidence that will substantiate the completion of the MPR will be the Minimum Play Form. Once the Head Coach signs the MPR, it stands as uncontested evidence. **The Head Coach cannot protest or ask for a hearing on an MPR violation, remember...it is uncontested evidence.** (WCC)

These rules shall apply in ALL GAMES, pre-season, season, post-season and bowl games-even games with teams from other Conferences which have lower requirements. (WCC)

SECTION 14- THE FIELD AND MARKINGS

See the National Rule Book & NFHS Rule Book for detailed field marking information.

A. General Regulations

1. On game day, the home Association should have one contact person on the field at all times to coordinate the needs of the referees. (WCC)
2. Each Association is responsible for marking off both the home and visitor sidelines with ropes or barriers from end zone to end zone at least 10 feet back from the playing field or the player's bench (whichever is greater). Unless the game is played in a stadium or other configuration where participants are clearly separated from observers. (WCC)
3. All goal posts must be padded. (WCC)

SECTION 15 – PLAYER'S EQUIPMENT AND UNIFORMS

Note: A detailed list of required equipment can be found in the National Rule Book and NFHS Rules Book.

A. General Regulations

1. Eye Shade/Black MUST be a single solid stroke of grease, no-glare strips or stickers. They CANNOT include words, numbers, logos or other symbols. (NFHS Football Rules)
2. Protective visors may be used only if they are clear and if they conform to the specifications indicated in the National High School Federation rule book. (WCC)
3. No additional headgear may be worn underneath the helmet. Participants will be required to leave the game until the headgear is removed. **Skullcaps are permitted.** (WCC)
4. Jersey numbers may also be worn on the helmet. (WCC)
5. No individual player or team awards shall be allowed on the helmets. (i.e., no stars, hatches, footballs, etc.) (NAT)
6. Player jersey numbers do not have to match the National Federation Rule Book positions. (WCC)
7. Little Scholar and Championship patches may be worn on uniforms. No sublimated patches are allowed unless purchased through a National Pop Warner vendor. (NAT)
8. Player jerseys shall not be altered in any way. If jerseys extend below the top of the pants, they must be tucked in. (WCC)
9. Only numbers and/or players actual names are permitted to be displayed on jerseys. **NO NICKNAMES** shall be visible on any equipment worn by the players during game or practice. (WCC)
10. Each player shall wear a number between 1 and 99 inclusive. Numbers "0" and "00" are illegal and shall not be worn. (NAT)
11. Only **football** gear and safety equipment shall be worn. Gear from other sports is not allowed. (WCC)
12. A player may not change to a kicking shoe during the game. (NAT) *must have shoes, cannot be shoeless
13. Reversible jerseys are permitted with a patch needed on at least 1 side. (NAT)

SECTION 16 – GAME & SIDELINE REGULATIONS

A. National Federation Rulebook

1. Except as specifically modified for Pop Warner Football, all games are to be played under the state rules for varsity football of the applicable governing body – **The National Federation of State High Schools Athletic Associations.** (NAT)
2. West Coast Conference shall provide each Head Coach a current copy of **The National Federation Rulebook.**

B. Special Mitey Mite, 6U, 7U, & 8U

1. Although the game is serious to the kids, from the adult viewpoint, Mitey Mite, 6U, 7U, and 8U are strictly training divisions, completely free of any pressure to win, with a total emphasis on learning. (NAT)
2. Two (2) post-season games are permitted. (NAT + WCC)
 - a) There shall be a maximum of one coach permitted on the field during play through the month of September, beginning the first game in October coaches may not be on the field, Mighty Mite only.
 - b) Coaches on offense will be at or behind the referee and who will be no nearer than five (5) yards behind the deepest offensive player. Defensive coaches will be no nearer than five (5) yards behind the deepest defensive player once the line is set. (NAT + WCC)
 - c) Coaches may not read the offense or defense and make adjustments to their players position
 - d) There shall be no rushing of punts, field goals or point after touchdown attempts. (NAT + WCC)

- e) No Punting allowed: the ball will be advanced 25 yards in the direction the Offense is advancing, where the ball is then turned over to the defense. If the ball is at or within the 40 yard line of the opponent, the punt option is no longer available, you may either actually punt or run a play from scrimmage.
- f) No more than six (6) defensive players can be on the line of scrimmage. Remaining defensive players cannot cross the line of scrimmage. Once the play develops he may then pursue the play (NAT + WCC)
- g) There shall be no blitzing.
- h) **No Three Point Stances: Defensive players on the line of scrimmage must be in a 2 point stance and may not line up over Center**
- i) Electronic tablets may be used to illustrate plays to be run or defense to be used. They are not to be used to review plays at any point during the game or at half time. Not to be used to record games.

Penalty for first violation: Warning.

Additional Violations: 15 yards unsportsmanlike conduct.

MITEY MITE

- 16 – 25 players = 12 plays
- 26 – 30 players = 10 plays
- 31 – 35 players = 8 plays

C. Additional Safety Rules

1. No Three Point Stances in JPW or 10U and below (age-based schematic)
2. No Kickoffs in MM, JPW, PW, or 10U and below (age-based schematic)
 - a. Ball will be placed at the 35 yard line
3. Coaches must limit the amount of contact (Live/Full/Thud) at each practice prior to Labor Day to a maximum of 30 minutes per day and 120 minutes total for the week. After Labor Day contact is limited to a maximum of 22 minutes per day and 65 minutes total for the week.
4. Thud by definition, involves initiation of contact at full speed with no predetermined winner, but no take-down to the ground. Initial contact, particularly with lineman, is just as physical with Thud as with Live action.

D. Medical Concerns and Injured Players

1. Every team (cheer, flag & tackle) **shall** have the player contract, which includes the medical release section, physical forms, that show allergies and the like, photo I.D. Cards and official roster with them at all times. This includes, but is not limited to practices, games, fundraisers and any other team functions. (WCC)
2. Any participant, who has been checked by a doctor as a result of a Pop Warner activity, must have a written doctor's release in order for the participant to resume his/her participation with the football or spirit leading activities. (WCC)
3. Any player suspected of having been injured, who leaves the field under his own power, **may not** return to the game until at least one play has been completed and the team's trainer or other team staff member has evaluated the player and determined the player is fit to return to the game. (WCC)
4. A player, who is **unable to leave the field under his own power** by reason of injury, **shall not re-enter** the game without the approval of a physician, registered nurse, paramedic, or EMT. (WCC)
5. NATIONAL RULE 19, S3; "INJURED PLAYER: ONCE REMOVED BY REASON OF INJURY, A PLAYER SHALL NOT RE-ENTER THE GAME WITHOUT THE APPROVAL OF AN OFFICIAL LICENSED ATHLETIC TRAINER OR MEDICAL PROFESSIONAL WHO IS NOT A PARENT/GUARDIAN OF THE PLAYER.
6. A player who re-enters a game without proper approval is considered an ineligible player. (WCC)
7. Participants with any casts **MAY** participate in practice or games, if a physician states that the child has been cleared by them to play. NFHS rules applying to casts are adhered to. IE: Doctors Release, ½ "closed cell foam wrap, and approval from the head referee prior to game time.

E. Regular Season Tie Breaker

Ties may be broken during the regular season games in all tackle divisions except Mitey Mite using the "Ten Yard Overtime Procedure" as outlined in the local National Federation High School Rules, except the ball shall be placed on the 10 yard line instead of the 20. (WCC)

F. Failure to Appear

1. **Regular Season Game** – Any team who knowingly and deliberately fails to appear to a regular season game, without prior permission from the association’s President after notifying the opposing team. The head coach shall serve a **2 week** suspension commencing at 12:01am of the following day. **All “no-shows” shall be reviewed by the board of Presidents for determining the reason for violation and to impose a penalty if applicable.**
2. **BOWL GAMES** Any association’s team who fails to appear to a pre-arranged Bowl Game without prior permission from the Conference Commissioner and/or Bowl Director **shall forfeit all tackle teams postseason games the following season.** This is to include, but not limited to: West Coast Conference bowl & invitational games, out of conference bowl games, regional & national games. **The association’s Cheer, Flag and Mitey Mite teams shall be excluded from this penalty.**
3. The current fine amount of the Wescon Region’s Bowl Agreement shall be paid in full by the team/association immediately. If this fine is not paid; the above stated post season tackle team forfeits shall remain in effect for each subsequent season until the fine is paid in full.

G. 28 Point - Lopsided/Intentionally Run Up Scores (WCC + NAT)

Any time a team goes up by 28 points or more, the following will occur:

1. The official clock will become a running clock and once started can only be stopped for injury of a player or at the discretion of a referee. (In other words, a time out by either team may not be recognized). It cannot revert to a game clock operation for the remainder of the game. In addition, the score at this point shall become the governing score. Meaning a team that is behind cannot overcome the deficit. (HOWEVER, they could still win by forfeit, see J. below).
2. If at any point during remainder of the game the point difference drops below 28 the clock will continue running; however regular rules would apply.
3. There will be no Blitzing by either team once the clock becomes a running clock and the lopsided rule is in effect.
4. There shall be no kick-offs whatsoever, by either team.
 - a) The losing team is awarded the ball at the 40 yard line of the winning team, and normal play resumes, with no restrictions, (i.e. not required to run inside the tackles) 1st and 10.
 - b) If the losing team scores, the ball is placed on the 20 yard line of the winning team. The winning team takes possession, and the game resumes 1st and 10.
5. The winning defense team cannot advance a fumble or pass interception. The ball is blown dead immediately. The winning offense may start play action from this point.
6. The winning team shall make every effort to replace starting players with reserves. Failure to do so will call for an immediate investigation and possible one game suspension if found guilty.
7. Any coach who employs types of plays without the intent to maximize the action of play shall be in violation of this rule.
8. The teams are still required to complete the mandatory play rule and **MUST upload MPR form to Google Drive by 4 pm Sunday each week.**
9. An investigation may be conducted if a game ends with a score differential of 28 points or more (see below)
10. Forfeit includes, but not limited to, failure to complete the MPR requirements, ineligible players (Rule 20), not complying with the Minimum Roster Size (Rule 8), and Fighting/Rioting/Incitement to Riot, are the most common.
11. Any game that ends with a 28 point difference, the winning team will have ¼ point deducted from their standing points
12. Any game that ends with a 28 point difference and the losing team failed to score; the winning team will have ½ point deducted from their standings points.
13. Any staff member ejected or suspended from a game will be cause for a ½ point deduction.
14. Any head coach ejected or suspended from a game will be cause for a 1 point deduction.
15. Standings points are 2 points for a win, 1 point for a tie and 0 points for a loss. Example: Final score Team “A” 36, team “B” 6. Standing points Team “A” 1 ¾ points, Team “B” 0 points
16. Teams must submit the signed MPR and placed in the Google Drive under MPR Submittals

FULL INVESTIGATION

The association President **must notify the conference by 4 pm Sunday, if they are requesting an investigation; MPR Form MUST be uploaded to Google Drive.**

When the statements of the coaches are in disagreement, the Conference shall require the Head Coach and all Assistant Coaches of each team to submit written answers to the following questions:

1. What in your opinion caused the lopsided score?
2. Is there any ill will or animosity among the coaching staff of Team A toward the coaching staff of Team B?
3. To your knowledge, have there been any threats between and among the children prior to the game?
4. Has your team ever been involved in a lopsided score before?
5. What actions were taken by the coaching staff of Team A to prevent the score differential from reaching 28 points after it reached 18 points?
6. In retrospect, is there anything you feel could have been done to prevent the score differential from reaching 28 points? If so, what?

Based upon the answers to the foregoing questions, the Conference shall determine whether or not to conduct a Hearing. The answers to these questions may not be used in any way at the hearing, unless presented at the hearing by one of the witnesses.

ADULT OFFENSES

RUN-UP SCORE: Probation unless found to be intentional, then suspension for 1 week. Any head coach who does not maximize each play other than the traditional half or game ending taking of a knee, will be subject to investigation and a two (2) week suspension

H. Sideline Personnel

1. In addition to the coaching staff, a team may have additional support personnel positioned within a team box during the game. The total number to team support personnel, including coaches, in a team box shall NOT EXCEED TEN (10).
2. A minimum of one state-licensed emergency medical technician, paramedic, or higher-level licensed medical professional shall be present during all preseason, regular season, and postseason games. The emergency medical technician, paramedic, or higher-level licensed medical professional shall have the authority to evaluate and remove any youth tackle football participant from the game who exhibits an injury, including, but not necessarily limited to, symptoms of a concussion or other head injury. (California Youth Football Act)
3. Each football team may roster two (2) official water-person(s) to their team. This water-person(s) must be Pop Warner age (5-15). They must also comply with player requirements, supplying all of the appropriate paperwork required for anyone under the age of 18. (NAT+WCC)
4. Badges are to be worn on the shirtfront or collar or from a lanyard. (WCC)
5. Photographers or videographers shall **NOT** interact with the coaching staff during the game or at halftime. (WCC) Videographers are allowed only in the areas approved by the hosting association.
6. Only **PARTICIPATING** rostered team staff, Conference or League members who display the official Conference issued photo identification will be permitted within the perimeter of the roped off area. This is to ensure that parents and other spectators do not interfere with the game, i.e., distracting the coaching staff, players or causing a referee to question if this person is a member of the rostered staff when thinking about penalizing the sidelines. (WCC)
7. **Each team shall be authorized to have no more than one (1) team photographer who is authorized to be on the sidelines outside the teams restricted area, which is the twenty-five (25) yard line to the end-zone.** Team photographers must display a team ID card identifying them as approved team staff members by their associations. They may not take pictures from the opposing teams sidelines. All photograph equipment on the sidelines must be of the hand-held type only (i.e. no booms, carts, tripods, etc.) are to be within the ropes or restricted sideline areas). The team photographers are **NOT** counted as part of the maximum 10 person staff as described by National rules. (WCC)
8. Business managers, checkers and spotters are not allowed in the opposing team box during a game. Once a checkers/spotters job is completed with the MPR they are to return to the spectator area. (WCC)
9. Board members are not allowed within the coach's box unless taking care of official business. (WCC)
10. Chain crews, announcers and time keepers are part of the officiating team and are to remain neutral. Coaching and/or boisterous cheering from these positions is not allowed. Anyone refusing to adhere to this policy will be immediately replaced. Refusal to relinquish may be grounds for forfeit for the providing team. (WCC)

I. Radios and Communication Devices

1. Cell phones/Bluetooth devices are illegal on the sidelines when used by coaches and other staff members or sideline volunteers of the team(s) engaged in the game. They are considered "game day scouting techniques". All Violators will be subject to removal from the field. (WCC)
2. Bullhorns/air horns are prohibited from use on the sidelines by either the coaching staff or fans. (WCC)

J. Scouting

Scouting football teams is permitted in the form of video tape, film and written reports. Scouting is **ONLY** permitted during a game situation. Scouting any type of practice is strictly prohibited. (NAT)

1. The Head Coach and any offending staff member involved in illegal scouting, as defined by the National Rule Book – Rule 25, of practice and/or scrimmages will be suspended for two (2) weeks and the next scheduled game. If the association fails to enforce the suspension they will be subject to a \$500.00 noncompliance assessment/fine.
2. Should the Head Coach bring forth the issue to conference in a timely manner leniency may be shown at the sole discretion of the conference commissioners.
3. More severe penalties may be levied where circumstances warrant or for repeated offenses.

K. Violations

1. Forfeiture of all games in which the ineligible player was a member of the team shall be the penalty applied to the team involved. There shall be no exceptions. (NAT) (See Section 9 for more information)
2. Any rostered coach or staff member directing action **without a valid ID card** will be removed from the coach's box and shall not be allowed to direct any game action. (WCC)

- **ACT:** Behavior resulting in ejection of athlete or coach from contest.
PENALTY: Coach - Ineligibility for 1 week through the next contest (league, non-league, tournament, invitational, play-off etc.) Participant – Ineligibility for next contest (league, non-league, tournament, invitational, play-off, etc.)
- **ACT:** 2nd ejection of athlete or coach from contest during one season.
PENALTY: Ineligibility of athlete for remainder of season. Suspension of coach for remainder of season.
- **ACT:** Illegal participation in the next contest by an athlete ejected in the previous contest.
PENALTY: Athlete: ineligibility for remainder of season. Head Coach: 4 week suspension.
- **ACT:** When two or more athletes leave the bench area or fielding position to begin a confrontation or to join an altercation.
PENALTY: Ejection from the contest for those designated by the official, ineligibility for the next contest, and the team(s) and player(s) will be put on a probationary status for the remainder of the season. A second infraction will result in cessation of the season for the team(s) and/or athlete(s). If one act occurs in end-of-season contest, team(s) that left the bench area will forfeit the contest, record a loss and be put on probationary status for the following season.

SECTION 17 - SCHEDULING

A. Division Assignments

1. Determination of division/league designations shall be made yearly.
2. The final approval for team division placement shall be made by recommendation of the commissioners with approval from the Presidents of the Conference.
3. The teams placed in the highest division will require no justification.

B. Scheduling General Regulations

1. Association field availability (i.e. number of fields, (primary and alternate) and their availability, game time availability, field down times, special scheduling considerations, lights, etc.) is due the first week of June.
2. Team Declarations by Division are due the first week of June.

3. It is the goal of West Coast Conference to publish a firm-fixed schedule to the associations no later than August 15th of the current season with an absolute minimal number of changes during the season based upon unforeseen/emergency circumstances. This cannot be achieved without strict adherence to #1 & #2 listed above.
4. It is the goal of the Commissioners to schedule games, giving associations a balanced number of home games, providing conditions will allow. (i.e. number of teams and fields available).
5. The minimum amount of League games scheduled in any season shall be determined by the size of the league. All teams will play each team in their league at least once and will be known as a league game.
6. **If a team is scheduled to play a league opponent more than once, and is not scheduled to play the remaining teams in their league multiple times, only the latest meeting prior to bracket play will count towards that team's record. unless otherwise notified.**
7. The Association President **ONLY** shall present **ALL** requests for schedule changes to the West Coast Conference Commissioner, in writing at least 2 weeks prior to the requested change. Failure to comply with this notice requirement shall result in denial of the request.
8. The West Coast Conference Commissioner shall give any schedule changes to the Presidents, in writing by either 'hard copy notice or via e-mail or electronic notification
9. Game time changes, location changes, or cancellations shall only be made with concurrence of the Commissioner. ***Said changes will be emailed to the affected association Presidents as soon as they become known.***

C. Bye Games

1. It is West Coast Conference's policy to attempt to fill "byes". **Coaches are hereby placed on notice** that they should anticipate that a "bye" in the initial schedule might be replaced by a scheduled game against a non-Conference opponent. Failure to fulfill that obligation is considered a rule violation, subject to the suspension penalties. Any cost incurred by either the Conference or the opposing team, as a result of the cancellation, will be billed to the offending team's Association, and that team will not be permitted to travel at the end of the season.

D. No Shows/Failure to Play and Forfeits

1. Both Head Coaches are responsible for contact between their opposing teams, prior to the Friday before each game, to verify time and location.
2. If a team has enough eligible players to play, but refuses to play them, either prior to or during a game, the Head Coach may be suspended, if a West Coast Conference investigation so warrants. However, nothing shall preclude the Association President of the team refusing to play, or a Commissioner with personal knowledge of the incident, to issue a summary suspension pending the outcome of the investigation.
3. For any forfeit that results in the game not being played as scheduled, the forfeiting team shall be responsible for the referee fees, and a \$250.00 snack bar fee, which shall be collected by assessing the Association of the forfeiting team, and crediting it to the West Coast Conference account of the offended Association.
4. The team who does not forfeit shall be awarded the win.
5. The score for a forfeited game shall be recorded as 1 to 0 in favor of the winning team.
6. No forfeited game shall be rescheduled.
7. **BOWL GAMES** Any association's team who fails to appear at a pre-arranged Bowl Game without prior permission from the Conference Commissioner and/or Bowl Director **shall forfeit all tackle teams post season games the following season.** This is to include, but not limited to: West Coast Conference bowl & invitational games, out of conference bowl games, regional & national games.
8. The current fine amount of the Wescon Region's Bowl Agreement shall be paid in full by the team/association immediately. If this fine is not paid; the above stated post season tackle team forfeits shall remain each season until the fine is paid in full. REVIEW

E. Cancellation of Games

1. A one (1) week notice of possible cancellation prior to a scheduled scrimmage, pre-season or post-season game shall be required.
2. Lack of said notice shall result in a \$250.00 penalty to be paid to the aggrieved team, plus the current year's fees for four (4) officials.
3. This notice shall be made to the Commissioner and Scheduling Commissioner by the **Association** President **ONLY**.
4. The home team Association President shall have the authority to cancel all games on his playing field during or prior to the scheduled starting times if, in his judgment, either the weather or field conditions would be hazardous to the participants.
5. All cancelled games shall be reported to the Scheduling Deputy Commissioner as soon as field conditions are known.

SECTION 18 - PRE-SEASON GAMES

1. No game, whether exhibition, league, non-league, post season or bowl games, shall be scheduled with a Non Pop Warner team without the prior approval of the West Coast Conference Commissioner and WESCON Regional Director. (WCC)
2. No team, coach, or President of an Association, may on its own, arrange or schedule a game. All games, regardless of type, must be arranged and scheduled through the Conference. (WCC)

SECTION 19 - REGULAR SEASON GAMES

1. A minimum of three (3) officials shall be scheduled at each game. However, a game may be played if only two (2) officials are present. A game may not be played with less than two (2) qualified officials in attendance. (WCC)
2. The maximum number of regular season games scheduled for an Association's team in each division are ten (10). Fewer than the maximum number of games may be scheduled. (WCC)
3. Only the Commissioner of West Coast Conference shall be permitted to waive the four (4) full days to three (3) full days (72 consecutive hours) only to permit the conclusion of the regularly scheduled season. (WCC)
4. The regular season will begin, and conclude in sufficient time to permit the appropriate number of play-off dates. (WCC)
5. On those Saturdays, teams that fail to qualify for the first (1st) Round of the Play-offs may be scheduled to play an individual game against another non-qualifying team. The games will be scheduled at a site to be determined, and whenever possible, consideration will be given to similarity of record, prior opponents, assigned fields and scheduling requests. (WCC)
6. On the Saturday following the First (1st) Round of Play-offs, in addition to another round of invitational games, and the Second (2nd) Round of the Play-offs, teams losing in the First (1st) Round of the Play-offs may schedule an invitational game. (WCC)

SECTION 20 - West Coast Conference PLAY-OFFS

A. Playoff Structure / Format

1. Separate West Coast Conference Playoff tournaments shall be scheduled for each eligible division.
2. Play-off game assignments will use the structure/format of that illustrated in the diagram referred to herein as the "Play-Off Ladder" or "Play-Off Ladders").
 - a) All divisions will use the "8 Team - 3 Round Single Elimination" Play-Off Ladder, as time permits and length of schedule.
 - b) Teams will be seeded only once for all Play-Off Ladders, and said seeding shall occur only in Round 1, pursuant to the methods designated by these rules and as propriety demands.
 - c) The West Coast Conference Commissioner(s) shall administer the Play-Off games schedules and Ladders
 - d) Should a team, for any reason, not be able to participate in a Round one (1) game then the West Coast Conference Commissioner(s) shall determine which team will take said team's place in the playoff ladder by referencing the same 'qualification' criteria as listed below and selecting the next logically qualified team. Failure to participate in subsequent Rounds will result in a forfeit for that Round of play with the non-forfeiting team advancing to the next round.
 - e) Questions regarding a team's placement in the Play-Off ladder shall be resolved by the board of commissioners.
3. Playoff games that end in a tie after regulation play is complete shall be decided in overtime by the CIF Tie Breaker system (except play shall begin starting from the 10 yard line).
4. Play-off games will be hosted by the lower seeded team, and they will have home field advantage provided field space is available. If field space is not available then the higher seeded team shall host. If neither has field space available, then a neutral field will be utilized and the lower seeded team will be responsible for the referee fees.
5. In round two or three of the play-offs, if the opponents are equally seeded and we are using the home field advantage method, and team "A" had home team advantage in the preceding game where team "B" did not, team "B" will have home field advantage. If neither or both teams had home field advantage a coin toss or similar method will be used to determine home field.
6. Play-offs games should be scheduled at sites that have lights, an operating scoreboard, including a clock, and appropriate personnel to operate the scoreboard. A scoreboard failure during any game, however, shall not be grounds to postpone that game or any other subsequently scheduled game for that day. Such sites shall also have goal posts, a freshly lined field for the games, an open concession stand, Board Members on duty, and sufficient personnel to provide for a chain crew.

B. Qualification for West Coast Conference Playoffs

1. The following teams in each division qualify for playoffs: a) The League Champion b) Sufficient additional Wild-Card teams to complete an eight (8) twelve (12) or sixteen (16) team field, depending upon the division.
2. League Champions and Wild Card teams shall be determined by league record.
3. Seeding is determined by league play record.

C. Tie Breakers:

In situations where two or more teams are tied in their League standings a play-off berth, the tie shall be broken as follows:

1. If the teams have played each other during the season, the winner of that game shall qualify above the other team.
2. If three or more teams are tied and they have had a non-league common opponent, the results of those games will be factored in.
3. If time permits for two of the three teams to play-off, the two teams that met earliest in the season will play-off.
4. The winner of that game will be the lower seed and the next seed will be determined by the in season head to head between the losing team and the team sitting out.
5. If time permits for the winner of that game to play the team sitting out then the winner will be the lower seed and the next seed will be determined by the in season head to head between the losing teams.
6. If none of the above resolves the tie, the tied teams will be placed in a hat and drawn. First drawn will be the lower seed, and each subsequent draw will be seeded accordingly (lower seed = the number closest to 1).
7. Questions/issues as to a team's qualification for Play-Offs shall be resolved by the board of commissioners.

SECTION 21 - POST-SEASON GAMES

A. Championship Games

1. West Coast Conference Championship Games shall be scheduled annually as determined by West Coast Conference so as to be in concert with participation in Regional/National level playoffs/championships.
2. West Coast Conference Championship Games shall be conducted for all division brackets as applicable.
3. The HOSTING ASSOCIATION is responsible for paying the referee fees.
4. The Local West Coast Conference Champions will be required to advance to "Best of the West" unless other arrangements are made through the board of Presidents.

B. West Coast Conference Invitational Games

1. Invitational Games shall be scheduled annually as determined by West Coast Conference.
2. Associations that wish to participate in Invitational games must be eligible as defined throughout these rules and must make the request to the West Coast Conference Bowl Commissioner in writing at least two (2) weeks prior to the scheduled date. Teams that fail to notify in a timely manner may end up not being selected to participate.
3. Saturday – Invitational games to be scheduled with other Conferences or between two West Coast Conference teams, as circumstances dictate. Preference shall be given to teams from Associations not otherwise represented.
4. Sunday – Additional invitational games as desired, and with Conference approval.
5. Other than West Coast Conference fundraising activities, only "Site Host" Associations shall be allowed to conduct fund-raising activities at "Invitational Games".
6. For inter-conference Invitational games – National playing rules shall apply.

C. West Coast Conference Chocolate Bowl Games

1. The location of the bowl shall be in one of the Conference member Association cities, which shall be responsible for providing the fields and for making all necessary arrangements following the West Coast Conference guidelines for hosting the Avocado Bowl. (WCC)
2. All division teams are eligible to participate. (WCC)
3. One (1) post-season game is permitted for the Mitey Mite and 8U divisions. These post-season games shall be played at the approved hosts Chocolate Bowl and Chocolate Chip Bowls, unless otherwise approved by West Coast Conference. (NAT + WCC)

D. Bowl Games

1. The Association, and Head Coach are required to guarantee the appearance of member teams, at bowl sites or the Association will pay the WESCON region established fine for failure to play the game. (WCC)
2. All teams from Jr. Pee Wee division and higher are eligible for participation in bowl games except if in conflict with any other policy or penalty in place. Each association shall be given a choice for their teams in order of their place in the final standings until all of the available games are filled. (WCC)
3. Associations who have not paid any and all penalty fees by the end of the regular season shall not participate in any post season game. (WCC)
4. Not even by agreement between opposing teams, may Head Coaches allow over-weight or under-weight players to participate in a bowl game. No weight disqualified player will be permitted to play, regardless of the distance traveled. (WCC)
5. Any association's team who fails to appear in a pre-arranged Bowl Game without prior permission from the Conference Commissioner and/or Bowl Director **shall forfeit all tackle teams post season games the following season**. This is to include, but not limited to: West Coast Conference bowl & invitational games, out of conference bowl games, regional & national games.
6. The current fine amount of the Wescon Region's Bowl Agreement shall be paid in full by the team/association immediately. If this fine is not paid; the above stated postseason tackle team forfeits shall remain each season until the fine is paid in full.

E. Regional Semi-Final Games

The Regional Semi-Final games shall be scheduled as dictated by the Annual Regional Convention by a vote of the Wescon Region's conferences and federations.

F. Regional/National Games

1. No local association team/cheer squad may be eligible to compete for, or win, their HLA (Highest Local Authority) Division Championship if their team Association, and specifically that team, has not participated in or met the published requirements of Scholastic Programming as set forth by the National Director of Scholastics. (WCC)
2. Note: All participating teams must be prepared to travel to the Regional game site and to the National site the following week. At the National game site, teams may have to stay up to a week and play more than one game. Teams choosing to participate **must** commit to the entire championship playoffs and not just the Regional games. If a team cannot commit to the entire playoff, then they shall forfeit their position. (WCC)

SECTION 22 – VIOLATIONS, PENALTIES, DUE PROCESS/HEARINGS & APPEALS

NOTE: It is recommended that the following Juvenile Offenses & Team/Association Offenses paragraphs be read to all football players and cheerleaders, and a copy be sent home to all parents. (WCC)

A. JUVENILE OFFENSES

1. Penalties for the following situations shall be immediate ejection from the game, suspension from the team for the next week and game for the first offense, and immediate ejection from the game and suspension from the team for the balance of the season for the second offense. (WCC)
 - a) Fighting or hitting, kicking, striking, or otherwise abusing opponents during the course of a game.
 - b) Verbal or physical intimidation of opponents outside normal talk across the line (of a non-profane nature).
 - c) Any act of disrespect for team, Association or Conference authority, game officials, or fans.
 - d) When a player is ejected from a game, the Association President shall notify the West Coast Conference Scheduling Commissioner, Conference Commissioner Representative for conference and the opposing team's Association President, by phone and/or email, of the player's name, team and jersey number, by noon on Sunday.
 - Ejection from a game for any reason will result in the player's suspension from the team for the following one (1) week and one (1) game. There shall be no appeal of an official's ejection.
 - e) Performing, exhibiting, or condoning any other act or behavior, which in the opinion of West Coast Conference, reflects in such a manner that is detrimental to the name and/or reputation of the Association, The Conference (West Coast Conference), or the National organization.

B. TEAM/ASSOCIATION/ADULT OFFENSES

1. Fighting/Riot/Incitement to Riot: At games or scrimmages between different teams, any fight or riot between team members (as opposed to one-on-one altercations) shall be judged a team offense rather than an individual offense. An incitement to riot (which is defined as any team heckling or egging on of an opponent, in a manner, that may result in a fight or riot) shall result in forfeiture of the game upon the first offense and forfeiture of the season upon the second offense within the same season. (WCC)
2. **If any fights occur between teams, BOTH teams will be disqualified from participating in Play-offs, post-season invitational games and traveling. The game will be considered a double forfeit. Any subsequent fight involving either team will result in the immediate dissolution of that team. Team, for the purpose of this rule includes the players and cheerleaders, and the coaches, relatives, friends and spectators. Fight, for the purpose of this rule, does not include a single blow or punch by one individual, but does include any exchange of blows, punches, kicks, etc. by two or more individuals. (WCC)**
3. Performing, exhibiting, or condoning any other act or behavior, that in the opinion of a simple majority vote of the West Coast Conference Board of Presidents, reflects in such a manner that endangers a child or is detrimental to the name and/or reputation of the Association, The Conference (West Coast Conference), or the National organization may result in forfeiture of the game, forfeiture of the season, and/or dissolution of the team depending on the nature and severity of the violation. (WCC)

C. Head Coach Violations

1. The first offense for any rule violation, unless otherwise specified, shall be suspension of the Head Coach for the next scheduled game and for the one (1) week of practice preceding the game. Any coach who is suspended shall be barred from attending any practice or game involving his team during the term of the suspension. (WCC)
2. The second violation or multiple violation of the same rule or different rule may result in the suspension of the Head Coach for a period of one (1) year, commencing on the date of the suspension, and depending upon the nature of the violation, the game may be forfeited. (WCC)
3. Such suspension rules also apply to all Staff and Assistant Coaches. (WCC)
4. If the Head Coach deliberately and flagrantly violates these rules, the Head Coach may be suspended, if a West Coast Conference investigation so warrants. However, nothing shall preclude the Association President of the team charged, or a Commissioner with personal knowledge of the incident, to issue a summary suspension pending the outcome of the investigation. (WCC)

D. PENALTIES

1. Many of the rules defined within this manual also include clearly stated penalties for their violation within the stated rule. Some do not. It is important to note those rules that do include said penalties. (WCC)
2. The Head Football Coach of the team is the ultimate responsible party for the actions of his/her staff, team, individual players, and spectators. In many instances, because of the nature of this responsibility, rule violations, though not accredited to the direct action of the Head Coach, will result in his/her suspension. (WCC)
3. Suspensions – Under the West Coast Conference recognized definition of suspension – Unless specifically stated otherwise in the terms of suspension, suspended members (Coach, participant, staff, Board Member, parent, guardian, etc.) shall be barred from attending any practice, game, or team function, or Association function, during the term of the suspension. Violation of these terms of Suspension will result in a continued one (1) year suspension and depending upon the severity of the violation, may be cause for the cancellation of membership. (WCC)
4. Hearings and appeals shall be conducted in accordance with the Pop Warner Administrative Manual, and the section entitled “Hearings and Appeals” in this manual (below). (WCC)
5. Due to situations that may arise within the scope of the administration of these Rules and Regulations, National Rules and Regulations, and any other rules and regulations and/or standard of behavior recognized by West Coast Conference, it may become necessary for this organization to levy administrative penalties at the discretion of the majority of the West Coast Conference Board of Presidents. These penalties may include censures, probations, suspensions, fines, etc. depending upon the nature and seriousness of the violations/behaviors. (WCC)

E. HEARINGS AND APPEALS

1. Any individual, Football Coach, Spirit Coach, Parent, etc. that is summarily suspended shall have the right to a hearing within seven (7) days of the summary action in the name of “due process” and the right to a speedy hearing in addition to the mitigation of effects on individuals, teams, or the program as a whole. (WCC)
2. The individual named in the summary action has the right to waive their right to a speedy hearing, if it is necessary to gather evidence in his/her defense. However, summary actions (i.e. suspensions) will stand until the hearing is held. (WCC)
3. West Coast Conference shall appoint a rotating Investigation Committee, consisting of three (3) association Presidents, to be appointed annually. In addition to the preceding, the appointed Vice Commissioner shall act as the Chairman of the Investigation Committee, and act as an advisor to the members thereof. However, said Chairman shall vote only in the case of a tie. Should the Chairman have difficulty securing three (3) Presidents from the current panel to conduct an Investigation, the Chairman may elect to appoint Presidents or West Coast Conference Commissioners, in such quantity, so as to fulfill the Investigation requirements. Such appointees shall have full voting rights during the course of the Investigation. (WCC)
4. The Investigation Committee shall also consist of one West Coast Conference Deputy Commissioner to act as secretary for the Investigation Committee. This Deputy Commissioner shall not have a vote, but may join in the discussion of the proceedings. (WCC)
5. All complaints and protests shall be directed to the West Coast Conference, in writing, on the issued West Coast Conference form, provided that all Association level remedies have been exhausted. The complainant shall notify West Coast Conference of a pending complaint within twenty-four (24) hours of the incident. The complaint shall be delivered to West Coast Conference within forty-eight (48) hours of the incident. At that time, West Coast Conference shall turn the complaint over to the Chairman of the Investigation Committee for processing. It shall be the responsibility of the protester to provide the Association President with the appropriate information to dispatch the protest/complaint in sufficient time to comply with this rule. (WCC)
6. A \$200.00 protest fee shall accompany any and all complaints or protests, which is refundable if the complaint or protest is upheld. If the complaint or protest is found unjust the \$200.00 fee shall be deposited in the West Coast Conference General Fund. (WCC)
7. If a suspension has been imposed and a meeting of the Investigation Committee cannot be coordinated within seven (7) days of West Coast Conference’s receipt of a written appeal, the following shall go into effect: (WCC)
 - The appeal shall be forwarded to the Investigation Committee Chairman.
 - The Chairman shall contact a minimum of three (3) Presidents currently serving on the Committee and apprise them of the complaint and statement of appeal.
 - Said Presidents shall be polled by the Chairman as to whether the suspension should be “stayed” until the Investigation Committee can be convened. A simple majority affirmative vote of the contacted Committee members shall stay the suspension.
8. Upon ruling of the Investigation Committee, the Chairman shall complete a Presidential Investigation Hearing/Appeal Report. Said Report shall be made part of the minutes of the next regularly scheduled West Coast Conference meeting. Additionally, a copy of said Report shall be mailed to the defendant and/or plaintiff of the complaint. (WCC)
9. Each Association, within the West Coast Conference, has the right and authority to enforce and all rules within its own organization under the rules and guidelines established by its own By-laws, written Policies and Procedures, and manuals. Each Association, also, has the authority to impose any penalty it deems necessary, after the violator has been afforded due process of the rules. Whenever an Association finds that a member is in violation of any of the rules and imposes a penalty or takes action to enforce the rules, the West Coast Conference and its member Associations will automatically uphold and be bound by that Association’s actions. Any Association member who has been or is being disciplined by an Association has the right to appeal such disciplinary action to West Coast Conference. (WCC)
 - All appealing Association members shall direct their first appeal back to that member’s Association.
 - Once an Association member has appealed to his own Association, they may appeal to the West Coast Conference. The appealing member shall notify West Coast Conference, within twenty-four (24) hours, of a pending appeal, once their Association has taken action.
 - The appealing member shall deliver to West Coast Conference, within forty-eight (48) hours, a written request for an appeal hearing. The written request shall contain an outline of the appealing person’s defense of the appeal. West Coast Conference shall then turn the appeal over to the Chairman of the Investigation Committee for processing.
 - The Investigation Committee will then follow the procedure defined in this section.
 - If the Investigation Committee finds that the Association has followed the proper rules and guidelines for due process then the matter will be upheld.

- It is not the intent of the West Coast Conference to render judgment or to interfere in each Association's right to police and enforce its own rules and regulations. The intent of this section in the rules is to afford the membership the right of appeal to any Association disciplinary action. And to insure the member's rights under Association Rules, West Coast Conference Rules and National Rules have been upheld.
10. All Associations, within the West Coast Conference and West Coast Conference itself, shall honor disciplinary actions of any other Association against players, adults, and coaches, once all appeals are final or have been effectively waived. (WCC)
 11. Failure of any Association to render judgment and/or disciplinary action in a timely manner may result in West Coast Conference taking appropriate action. (WCC)

SECTION 23 - THE LITTLE SCHOLAR PROGRAM

Note: Refer to the Little Scholars Manual for detailed instructions.

A. Eligibility for Certification

1. In order for any participant to be Certified (Scholastically Fit), a 2.0 / 70% shall be the minimum grade point average (GPA) acceptable to participate. Those participants that fail to meet the Scholastic Fitness Requirements by August 1 or the first day of practice will NOT be allowed to take the field.
 - a. Each participant shall be required to bring a copy of their Report Card, at a minimum the FINAL Grading Period (4th Quarter; 3rd Trimester, 2nd Semester) is Required.
 - b. If the GPA for the FINAL Grading Period is below 2.0 / 70%, you can use the FULL Year's Report Card to obtain the 2.0 / 70% GPA. (The FULL Year's Report Card is **REQUIRED** for the Wescon Essay Contest and the National All-American program.)
 - c. If the GPA for the FINAL Grading Period and/or the FULL Year's Report Card are below the 2.0 / 70% minimum requirement and the child attended Summer School, you can substitute the Summer School grade(s) for that/those Subject grade(s) on the FINAL Grading Period grade(s).
2. If the participant **does not** meet the 2.0 / 70% GPA requirements, the use of the **Scholastic Eligibility form** is **REQUIRED** for that participant.
3. If the participant does not have a Report Card, therefore **does not** meet the 2.0/70% GPA requirements, the use of the **Scholastic Eligibility Form AND Progress Report** is **REQUIRED** for that participant.

B. Home-School Policy

1. Proof of satisfactory progress is required to participate for candidates who are home-schooled. A formal report of grades or report card is to be provided by the governing body responsible for the participant's class work. A child who is home-schooled is deemed Certified (Scholastically Fit), if actual grades that are provided by a governing body meets the National 2.0 / 70% GPA requirements.
2. If no governing body is reported to, the use of the **Home School Form AND Progress Report** is **REQUIRED** for that participant.

C. West Coast Conference Little Scholar Award Banquet

1. An award ceremony is to be held annually for the express purpose of honoring the nationally recognized All-American Scholars for their scholastic achievements.
2. The ceremony should be held within the month of June, for scholastic achievement reported in the prior season.
3. Every attempt will be made to keep the event costs reasonable and on a par with those expenditures for both the

football and cheerleading programs.

4. Parents and family of each candidate should be encouraged to attend.
5. Projected ceremony costs shall be submitted to the West Coast Conference Board of Presidents for approval.
6. Should the National Scholastics Banquet be held locally, West Coast Conference will not hold a separate banquet that year.

D. Wescon Region Scholarship Program

Each year Wescon chooses a topic at the Wescon Region Convention for which the participants presently in 8th grade or higher may write an essay. This contest is for potential scholarship money so encourage all who are eligible to participate. Palomar Conference is a successful participant of this program and strongly encourages each association to follow the guidelines that will be given to each association's Little Scholar Representative.

E. National All-American Program

Participants are eligible to apply for the Pop Warner All-American program only if he/she meets the following criteria:

1. Only current active Pop Warner football players, cheerleaders or dancers are eligible. (Team Staff Members such as Coaches, Coach Trainees, Student Demonstrators, and Challenger Helpers are NOT eligible to be an All-American Scholar candidate.)
2. Are in Grade 5 or above during the current Pop Warner season.
3. Turn in the FULL Year's Report Card.
4. Achieve a 96.00% Grade Point Average (GPA) from the previous school year.
5. Complete the All-American Application and Addendum.

West Coast Conference Pop Warner

Spirit Rules

Spirit rule changes are too numerous to mention in this section. Please review the new rules in the Spirit Rules Section of the National Rule Book. West Coast Conference will follow these rules with the following clarifications:

SECTION 24 - SPIRIT POLICIES

The following sections of the National Official Rules and West Coast Conference Pop Warner Policy Manual apply without changes in regards to the Spirit Program:

- Adult and Coaches Code of Conduct
- Part I – The Pop Warner Program
- Part II – Pop Warner Structure
- Part III - Pop Warner Regulations – All Programs
- Part IV – Enforcement Policy
- Part V – VII Pertain to Football but may be of value/interest to Spirit Coaches

SPIRIT ORGANIZATION

LEAGUE LEVEL

League level is defined as “West Coast Conference”. **LCDC** is defined as **League Cheer and Dance Commissioner**

ASSOCIATION LEVEL

Association level is defined as your local governing board. **ACDC** is defined as **Association Cheer and Dance Coordinator**

REGISTRATION

All association spirit programs will follow the registration guidelines for West Coast Conference as stated in **ARTICLE 6 – REGISTRATION** of the West Coast Conference Policies and Procedure Manual with exception of any weight schematic and will use the specified age schematic for Spirit Squads. (Nat)

NOTE: Please see the *West Coast Conference Registration & Certification Handbook* for complete instructions on preparing the teams/squads books and rosters.

FORMATION OF SQUADS

West Coast Conference requires a signed waiver for any athlete who is participating outside of their association or conference of residence boundaries only the West Coast Conference form will be used.

The following requirements are taken from Part III, Article 7

- Cheer squad formation shall follow Article 7: Sections 7A, B, C and D. Any modifications must be submitted in writing for approval to the League Cheer and Dance Commissioner (LCDC) prior to any squad formations.
- No more than 35 participants may be assigned to any cheer or dance squad prior to certification.

(WCC)- Squad Formations

- When an association's registration has generated enough participants within a single age division to form squads, an association may use any means necessary to form a squad, as long as the rules of registration are followed and a fair and transparent waitlist is maintained.
- When an association conducts a "draft" as a means to place participants on a squad; the association must wait until **AFTER** the participants have registered, using the participant's assigned priority number and until **AFTER** the Association has registered enough participants to justify a draft for each squad being drafted. The association **MUST** submit a written proposal to West Coast Conference for approval regarding how the placement will be conducted **two (2) weeks** prior to the date desired.
- Each Association shall attempt to assign a first-time participant to the lowest age level for which he/she is qualified.

SQUAD MANAGEMENT

SPORTSMANSHIP/CONDUCT

- Associations should be consistent and all spirit participants and their parents/guardians should know what policies are prior to the beginning of the season. A copy of said policies **MUST** be approved by the local Association Board of Directors and a copy must be submitted to the West Coast Conference Cheer and Dance Commissioner **by July 31 of the current year** for verification.

DISCIPLINE POLICY

The following policy will be enforced for any and all offenses where stated in the West Coast Conference Policy Manual and the NAT rule book ENFORCEMENT POLICY unless otherwise noted for specific rules:

First offense: Written warning

Second offense: One (1) week suspension

Third offense: One (1) year suspension

AGE DIVISIONS

Placement onto a squad is **NOT DETERMINED** by the participant's grade level. Placement onto a squad will only be determined by the participant's age as of 7/31 and must correspond to the specified age schematic for Spirit Squads (NAT)

MASCOTS

Mascots are not allowed in the West Coast Conference, unless condoned by the League Cheer and Dance Commissioner and passed by the board of Presidents on a case by case basis.

PRACTICE

- A week is defined as Monday through Sunday.
- A squad in whole or part may not forgo any part of the game to practice.
- **NO** Saturday practices allowed during the "playing season" - Preseason game and through 10 game regular schedule.
- **NO** Saturday practices for spirit squads whose football teams are in the play-off/championships series.
- Teams may not practice in lieu of a scheduled "bye". West Coast Conference makes every effort to fill the byes on a week to week basis.
- A competing squad may have the option to not cheer at the game on the Saturday prior to the West Coast Conference local and Wescon Regional competitions – they may NOT use this option as an opportunity for an additional practice.
- All practices must be held at a site that is appropriate for the declared category skill level of the squad and that has been approved by their local Board of Directors. All approved sites must be on file with West Coast Conference's approved insurance carrier.

CAMPS & CLINICS

**Camps and clinics may not be deemed MANDATORY
for any participant or rostered staff.**

JAMZ Camp

Every effort should be made to encourage all spirit participants and staff to attend the West Coast Conference JAMZ Camp.

RULES & GUIDELINES FOR PRE-SEASON CAMPS AND CLINICS

Pre-season clinics can be arranged, planned, and organized by any Association within the West Coast Conference for the purpose of increasing spirit sign-ups and helping fund-raising efforts provided the following mandatory criteria are followed:

- a. Clinics can be conducted up until July 15th of the current season.
- b. Local high school cheerleaders, former cheerleaders, college cheerleaders, professional cheerleaders, or volunteering adults are allowed to conduct the clinics.
- c. Volunteering coaches (Head or Assistant) may assist the hosting Association during a clinic.*
No organized practice may take place.
- d. Participants from any geographical area are invited to attend or participate. Participants can be from any other Association or Conference. Flyers must be submitted to the LCDC to distribute to all Associations and promoted on the West Coast Conference website and social media.
- e. Participants must be covered by the Conference approved insurance carrier while participating.
- f. The Participants will observe the clinic conductors demonstrating techniques and general concepts.
- g. West Coast Conference Pop Warner approval must be obtained at least two weeks prior to the day of the clinic. Clinics must be open to all Pop Warner/WCCPW recognized divisions of cheer and dance (Flag, Mitey Mite, Jr. Pee Wee, Pee Wee, Jr. Varsity & Varsity).
- i. All non-Pop Warner clinics are solely the responsibility of the participant to attend and may not be made MANDATORY by any person associated with Pop Warner.

Violations:

A. Any coach or staff member found to be in violation of this rule will result in him/her being deemed ineligible to become part of the staff for any West Coast Conference affiliated Association/Team in the upcoming season. (WCCPW)

POP WARNER SAFETY

STAFF

- A Spirit Squad may have up to 10 rostered staff members.
- A Spirit squad MUST carry one COACH (Head Coach and Assistant only) for every 12 participants
- A maximum of 4 Assistant Coaches will be allowed and a maximum of 4 Student Demonstrators or Coach Trainees. An Association Coordinator should be rostered to the squad. Team parents or other squad volunteers will NOT be on the roster.
- **All** West Coast Conference Rostered Spirit Staff are required to be certified with the current Pop Warner endorsed YCADA-U (Youth Cheer and Dance Alliance - University) training program certificate. Concussion Safety Training is required each year for all Cheer and Dance rostered staff. The course can be found on the CDC website at <https://www.cdc.gov/headsup/youthsports/coach.html>

All certificates (YCADA, CDC and CPR/FA) are to be housed in the Association's Cheer Google Drive/Coaches Certificates.

- **All** Spirit Head Coaches are required to attend all meetings/trainings deemed mandatory by West Coast Conference, WESCON Region and National PWLS.
- In an effort to keep current in all techniques, skill sets and safety rules, all Head Coaches should attend the West Coast Conference Spirit Coaches Clinic. All Assistants and other staff are highly encouraged to attend. This clinic is generally held on the Friday evening prior to JAMZ Camp.
 - o It is mandatory for all new head coaches, and ACDC's, and any head coach or ACDC's who is required to recertify.
- Appropriate mats must be in place at all times (practice, games, competitions) when twisting mounts and dismounts, transitions, inversions and ALL tosses are being attempted/performed.

CHEER CATEGORIES DEFINED / DECLARATIONS

- Stunts permitted at Challenger, Flag and Mitey Mite Divisions are those listed in PW2 Skill Sets with the exceptions of CORE(PW1) and Sideline Performance (PW1) divisions. Training must stress the importance of safety and teamwork in stunting and cover safety issues (i.e. proper spotting technique, personal appearance guidelines and stunting rules), required skills (lunge technique, grips, correct base and flyer positions, step-lock-tighten, etc.) and stunt terminology.
- It is recommended that all stunts performed below prep level have at least one back spotter where one is not required in the PW1 and PW2 Category.

- It will be mandatory that the West Coast Cheer and Dance Commissioner evaluate any squad wanting to declare PW4 prior to certification. The LCDC, ACDC and Head Coach together will determine the category the squad will declare.
- Final category determination for each squad is at the discretion of the Regional Cheer and Dance Coordinator (RCDC).
- The Skill Assessment and Declaration Forms Must be submitted by the September ACDC meeting date – **failure to submit by the deadline will result in a \$50 fine – per squad.** All declarations are to be housed in the Association’s Cheer Google Drive/Declarations.

GAME DAY

It is the fundamental responsibility of a spirit squad to cheer, promote and support the football team to which they have been assigned. The association will be fined \$100 for any squad that does not participate in a scheduled game.

Schedules:

- A spirit squad – no matter the number of participants, must attend all football games that are scheduled by West Coast Conference, WESCON Region or National PWLS.
Exception: when the game interferes with participation in the WESCON Regional or National PWLS Cheer and Dance Championships.
- Coaches, staff, parents/guardians or participants may not determine whether there are “enough” participants to make it worth their while.
- It is the responsibility of the spirit head coach to keep in contact with the Association and/or the head coach or his/her designee of the football team on changes to the schedule.
- No persons other than West Coast Commissioner or the head official of the field or their designee may cancel a game – including but not limited to: field conditions, weather.

Pre-game check-in/attendance:

- A squad may not check-in, warm-up, or cheer/perform at a game, competition or event without the presence of the MANDATORY team book documents.
- Teams will meet at the designated area 45 minutes for Mitey Mites-Varsity and 30 minutes for Flag prior to the scheduled start of game.
- Head coaches will each check in the opposing team.
- If there is no opposing team, the board member on duty of the hosting association will be asked to check in the team. **Rostered staff may not check their own team in.**

- e. Board members will need to be educated on the requirements for participation and are expected to treat cheer check-in with the same seriousness as football weigh-in.
- f. Items to be checked include: uniform patch, approved bows (if applicable), hair properly secured off the face, appropriate cheer shoe & socks, length of fingernails, jewelry, nail polish, and eyeglasses are properly secured.
- g. Any participant not checked in within 5 minutes of the start of the game will not be permitted to participate in that game.

Sidelines:

- a. The required number of coaches (12:1-Head/Assistant) must be on the field with the squad.
- b. No food or drink (except for water) is allowed on or in the cheering areas designated by the home association. Water bottles should be kept where they will not be stepped on while participants are cheering.
- c. The head coaches are to discuss what the half time activities will be prior to the start of the game.
- d. No apparatus other than poms, megaphones, team banners, flags or signs as defined in the NAT rulebook are permitted in the cheer areas and should be kept a safe distance when not in use. This is meant to include but is not limited to ladders, boxes, steps-ups, coolers, strollers, chairs.
- e. Only official badge wearing staff of the scheduled squad are allowed on the sidelines or in designated warm-up, check-in/attendance areas.
- f. Non-team members or non-rostered persons (including coach's other children) are not permitted on the sidelines.
- g. Teams do not exchange candy, gifts, etc with other teams. Camaraderie is built via shared half time or other activities.

NON-POP WARNER EVENTS

An Association and/or the head coach of a squad may not allow a spirit squad to participate in any Non-Pop Warner event including but not limited to: competitions, camps, clinics, fundraisers, parades, without filing an Event Request Form to the LCDC at least 2 weeks prior to the date of the event.

- a. This policy serves as written warning and any violation could result in suspension of the head coach and a \$50 fine to the association if any squad fails to submit their Event Request Form for an event they participated in.
- b. All Spirit Event Request Forms must be submitted to the LCDC by the ACDC. This that the Association/Board has approved the event prior to submitting the request.
- c. Mitey Mites may compete or exhibit in any other non-affiliated events.

COMPETITIONS

All rostered spirit squads will perform in the annual West Coast Conference Cheer and Dance Competition to be held in the month of October. The association will be fined \$250 for any squad that does not perform.

- All Flag and Challenger spirit squads will perform exhibition routines.
- Mighty Mite and Jr. Mighty Mite divisions will be scored and be awarded trophies and be announced as West Coast Conference Champions. These squads may advance to the Regional and National Championships.
- Any squad with fewer than 5 (4 or less) participants will perform exhibition routines.
- West Coast Conference Cheer and Dance Competition rules and Order of Performance will be distributed as soon as possible after all Associations have certified their rosters.
- West Coast Conference will use the same Rules and Regulations as written for Regional and National Spirit Championships.

West Coast Conference Cheer and Dance Competition Tie-Breaker Information

In the event of a tie the following method will be used for all spirit squads and divisions:

1. The scores from all judges from the **Motion Section** will be averaged and the highest average score in said category will determine the higher ranking spirit squad.

If the score is still tied after using the method described in (1.) above, the following will be applied to break the tie:

2. The scores from all judges from the **Performance/Showmanship/Use of Cheer** will be averaged and the highest average score in said category will determine the higher ranking spirit squad.