

# **Capital District Pop Warner POLICY MANUAL COMMISSIONERS' GAME GUIDE**

## **A. RESPONSIBILITIES**

- a. Following each football game the Home Team's Game Commissioner shall be responsible for the filing of the Commissioner's Game Report and the associated Statistician Reports with the appropriate League Commissioner.
- b. The Home and Visiting Team's Commissioners shall be responsible for recording remarks involving the character of the game, players, and coaches. They are both responsible for identifying and reporting (on the Game Report) any possible violations of rules (Local or National).
- c. Both Commissioners are responsible for signing the FINISHED game report acknowledging all comments (even though the Commissioners may not agree with the content).
- d. A sample of the Commissioner's Game Report and Statistician Report are annexed hereto.

## **B. COMMISSIONER / FIELD IDENTIFICATION CARDS**

- a. There shall be one (1) Home Team Game Commissioner who shall be solely responsible for the control of the game and shall be assisted by a Commissioner from the visiting team.
- b. All Commissioners must be certified by Capital District Pop Warner for the current season.
- c. Any Association President acting as an assistant coach may be the Association Head Commissioner, but cannot be certified to act as a Game Commissioner.
- d. All coaches will have an attendance card (with photo attached) in the team book for the division of play they are coaching.
- e. All Commissioners will have an attendance card (with photo attached) in the team book for the division of play for which they are Commissioners.
- f. Every football team and spirit squad shall have at least one adult volunteer as head coach (21 years old or older). After the first 12 participants (including mascots) there must be an assistant volunteer coach (18 years old or older) for every 12 participants. The number of adult volunteers shall, therefore, determine the maximum squad size (one 21 year old or older head coach –maximum 12 participants; 13-24 participants must have one 21 year old or older head coach and one 18 year old or older assistant volunteer coach, etc.).
- g. All coaches (Head and Assistant) must be approved for the current year by Capital District Pop Warner.
- h. All League Directors, Association Presidents, Coaches, Commissioners, Trainers, Equipment Managers, Statisticians, and Spotters may only be in their designated areas on the field of play if they are wearing their assigned field identification tag.
- i. Pop Warner programs nationwide are required to conduct a background check of: Coaches, Board of Director members and any other persons, or volunteers who provide regular service to the association and/or have repetitive access to, or contact with, players and/or spirit participants. The purpose of these background checks is, first and foremost, to protect the children.

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j. The form on the National Pop Warner website is the only form allowed and used for all volunteers. Once you have had your volunteers searched and have not found their names on the Sexual Offender Registry ('SOR'), you must submit an affidavit and a list of names to the Capital District Pop Warner (affidavit form is annexed hereto). This form must be submitted to the CDPW by August 1 of each year. Additions to the list can be made via the same procedure and submitted with another affidavit and list throughout the season as volunteers step forward to help out. Please note that no individual should be on the field with the participants unless they have been cleared through the SOR. This does not mean 'in process' – the search must be completed prior to their participation. It is also to be noted that this certification is a separate and distinct process from coach/Commissioner certification. CDPW will maintain the lists provided by the associations. Associations need to maintain the forms filed by the individuals and the certifications received from the SOR. Please note that while National indicates that records must be kept for one year, New York State law requires that these documents must be maintained for five years. Again, it is recommended that you select a responsible individual and provide a secure location for storing this information. Individuals to be checked are coaches, Commissioners, board members, team parents, and any volunteer who has regular contact with the players or cheerleaders. Also, please note that juveniles (i.e. Coach Trainees) cannot be searched in New York State. Coach Trainees and Student Demonstrators should be 'carded' (complete Participant ID card requirements fulfilled) and rostered in order to participate.

## C. INJURY / INSURANCE

- a. An Injury Report form must be filled out anytime a participant must be withdrawn from a game or practice due to injury.
- b. The Parent or guardian should acknowledge receipt of the insurance form by signing the Injury Report. The parent is responsible for completing the insurance form and mailing with the appropriate information to the insurance company.
- c. The completed practice Injury Reports must be completed immediately and mailed to CDPW, PO Box 212, Delmar, NY 12054.
- d. All Game injury reports MUST be sent to the appropriate League Commissioner with game report

## D. PLAYING FIELD

a. All playing fields should conform to those outlined in the Pop Warner Rules, the High School Federation Rule Book: including goal posts, five yards stripes, and restraining ropes or devices, etc. Any violation of these rules may result in forfeiture of the game by the home team.

## E. TIE BALL GAMES

- a. In the event any game ends in a tie the **National Federation of State High School Associations** shall govern the tiebreaker. **No games (except Mitey Mite) will end in a tie.**

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## F. NUMBER AND PAYMENT OF OFFICIALS

a. All Tackle Division Games: Four (4) officials should be assigned to all games by the Officials Organization; however, a game may be played with a minimum of three (3) officials on the field. **If less than three officials are present on the field, the game may not be played (and no scrimmage may be held).** The Head Game Commissioner should pay the officials with an Association Check for each game during halftime.

## G. ADULT VOLUNTEER ELIGIBILITY

a. In the event an adult volunteer (coach, commissioner, etc.) is ejected from a game, said ejection **must be noted on the Commissioner's Game Report (including the volunteer's name)** in addition, the ejected volunteer will receive an automatic one (1) week suspension (including all practices and the following game). Please refer to National Rules.

## H. PLAYER ELIGIBILITY

a. In the event a player or spirit participant is ejected from a game, said ejection **must be noted on the Commissioner's Game Report (including the child's name)** in addition, the ejected child shall be ineligible for the next game. If a player or spirit participant is ejected a second time in a season, he or she is ineligible for the remainder of the season. Please refer to National Rules.

## I. MEDICAL COVERAGE

a. Medical on-field coverage during the regular season or during post-season games **and practices** is the direct responsibility of the home association. One of the following individuals shall be on the game or practice field at all times, otherwise play will be suspended for a maximum of 30 minutes. If after 30 minutes one of the following individuals is not present the home team will forfeit the game. In the case of practices, there shall be no practice held if there is not at least a certified multi-medical Red Cross card carrier present. Please refer to National Rules.

- i. A physician
- ii. A licensed physician's assistant
- iii. A nurse practitioner
- iv. A paramedic
- v. An emergency medical technician (including EMT-FR)
- vi. A certified multi-medical Red Cross card carrier
- vii. Nurses do not qualify unless they fall into at least one of the above categories.

b. When available medical coverage is of equal rating, the home team coverage will prevail. The home team medical personnel assigned to a given game make the final decision on an injured player or spirit participant, as to whether the player or spirit participant may or may not re-enter the game. The player involved in an injury time out must sit out one play.

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## J. PRE-GAME REQUIREMENTS

- a. The team book must be turned over to the Game Commissioner prior to the start of the weigh-in, one hour prior to game. **Players' ID Cards must be in alphabetical order.**
- b. Refer to Conducting a Pre-game Weigh-in
- c. Upon completion of weigh-in, the team book will be returned to the team representative. The team book shall be made available to the Game Commissioner at his request at any time during the game.
- d. The Game Commissioner shall have a copy of the Official Rules published by National Pop Warner Little Scholars, Inc. ("PWLS Official Rules"), the National Federation of State High School Associations Football Rule Book, and the Commissioner's Game Guide at all times during the game and should be familiar with the contents.
- e. The Home Game Commissioner should introduce themselves to the officials and record their names and category next to their game assignment of the game report. Review rules including time outs, length of quarters, etc. (three time outs per half; injury time outs do not count).
- f. The Home Game Commissioner should introduce themselves to the head coach of each team and introduce the officials to the coaches. Go over the conditions of the playing field and playing rules. Both home and away Commissioners must sign game reports. (Top of game report—before the game, bottom of game report—after the game.)
- g. In accordance with the Federation Policy Manual, verify and identify the person or persons who will be responsible if medical attention is required. If a physician is available, his or her availability should be made known to the Game Commissioner prior to the start of the game.
- h. **Information from the Statisticians**
  - i. Obtain names of both statisticians and record names on game report. (Must be at least 16 years old). Obtain a spotter for each statistician.
  - ii. **Remember: statisticians and spotters must wear white Field ID Cards.**
  - iii. Home team statistician shall record the mandatory plays for the visiting team players on the visiting side of the field.
  - iv. Visiting team statistician shall record the mandatory plays for the home team players on the home side of the field.
  - v. At half time, request the statistician count of players who have not completed the required number of plays and inform the respective head coach. Repeat at the end of the 3rd quarter (if necessary).
  - vi. Notify each head coach when all of his players have completed the mandatory play requirements.
  - vii. Be sure statisticians have signed and dated the Statistician Reports.
  - viii. Attach both Statistician Reports to the game report.
- i. Obtain three (3) individuals (at least 16 years old) to operate the down marker and yardage chain. The visiting team should supply at least one person.

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- j. The home team shall supply a fence, rope or similar restraining device to keep spectators a minimum of five (5) yards from the playing field.
  - k. Check size of football to be used to make sure they meet all specifications (See Pop Warner Rules). The Mitey Mite, Jr. Pee wee ball and Pee wee ball are smaller than Jr. Midget and Midget ball.
  - l. Sideline officials (statisticians, spotters, and chain crew) should refrain from cheering, calling out plays to the players, or other involvement in the game of play. The use of cell phones or other electronic communication devices on the sidelines is prohibited.
- K. **MANDATORY PLAY RULE -** Please refer to the PWLS Official Rules; RULE 9: MANDATORY PLAY RULE.
- L. **THE 28 POINT RULE (LOPSIDED/INTENTIONALLY RUN UP SCORES) - Table 1 RULE 22 – 28 POINT RULE - PWLS 2021 OFFICIAL RULES**
- M. **THE 16 PLAYER RULE**
- a. There needs to be a minimum of 16 eligible players to start a game.
  - b. If a player becomes injured in the course of the game, and is unable to return to the game (as determined by the officially designated medical personnel), and the count of eligible players falls below 16, **then the game will immediately be suspended.**
  - c. The League Commissioner should be notified immediately, and the game may be played as a continuation on the following Wednesday evening at a place to be determined by the Federation Board. If the injured player(s) are not able to return to the game at that time, the team falling below 16 players will forfeit the game. Only players who started the game will be allowed to play in the continuation game.
  - d. If a game is suspended for any other reason (power failure, etc.), the game will also be continued following the procedures outlined above. However, if there were any players injured at the time the game was suspended, they will not be allowed to re-enter the game. Only players eligible to play at the time the game was suspended will be allowed to play in the continuation game.
- N. **OTHER PROCEDURES**
- a. Each team shall furnish at game time a numerically listed statistician form (blank forms may be obtained online) including starting offense and defense, and player's jersey number in the number of play square.
  - b. Home teams shall furnish an accurate scale to be used by the Game Commissioner for the pre-game weigh-in. A certified weight shall be used to check the accuracy of the scale. A certified weight must be present or the game is forfeited.
  - c. The home team shall provide a suitable enclosure to be used for pre-game weigh-in. Enclosure shall provide adequate cover, and be out of view of fans.
  - d. Players late for pre-game weigh-in:
    - i. 15 minutes before start of game, cannot play first half.
    - ii. Any part of first half weigh-in at half-time may play second half.
    - iii. After the end of second quarter - not qualified to play.
  - e. Once a game has started, only the head official can call the game off. A Game Commissioner may request from the head coach a time out to talk to the referee if there

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is a circumstance pending on the field. **A Game Commissioner cannot call a time out.**

- f. **SPECIAL NOTE FOR MITEY-MITES - Table 2 RULE 1: SPECIAL MITEY MITE RULE - PWLS 2021 OFFICIAL RULES. Please note - starting with week two of the season, NO COACHES are allowed to remain on the field. At Discretion of CDPW**

g. **Sportsmanship**

- i. As part of routine operation at all football games and the cheerleading competition, the following statement: *"The Capital District Pop Warner Football Federation requires officials to enforce all sportsmanlike rules for athletes and coaches. We will not tolerate negative statements or actions between opposing players, especially trash talking, taunting or baiting of opponents. If such comments are heard **or actions seen**, a penalty will be assessed immediately. We have been instructed not to issue warnings. Let today's contest reflect mutual respect."* shall be read over the loud speaker (if a PA system is available) or at the Official's meeting at the 50 yard line prior to the coin toss).

## O. CONDUCTING A PRE-GAME WEIGH-IN

- a. Only certified Commissioners may be Game Commissioners and conduct weigh-ins.
- b. The decision of the weigh-master is final.
- c. Weigh-in must begin one (1) hour prior to scheduled start of game and be completed within 15 minutes of kickoff.
- d. **Weigh-in home team first.**
- e. A representative, preferably the Commissioner of the visiting team, must be present during weigh-in. Coaches are allowed in the pre-game weigh-in area for disciplinary reasons only (at the discretion of the Game Commissioner.)
- f. Game Commissioner shall personally:
  - i. Check and sign (initial/date) coaches' and Commissioners' I. D. cards (in the middle between photographs). Coaches on field must be carded.
  - ii. Check players' picture ID cards.
  - iii. Check players' jersey number by having each player give number aloud.
  - iv. Check ID card for Commissioner's signature, certifying player's eligibility to participate.
  - v. Check helmet of each player for achievement or incentive awards. (They are not allowed.)
  - vi. Record date initials, and indicate the player's status for each game where indicated on ID card.
  - g. Players will be weighed according to the **Acceptable Method** described in PWLS Official Rules (**full equipment without helmet**). If a player fails to meet the weight requirement when using the Acceptable Method, they will be given an opportunity, after the other players have been weighed, to be weighed using the **Ideal Method** (without equipment; gym shorts and socks):

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- . **In-Season Determination of Weight** - Each team will have its players checked PRIOR TO EACH GAME during the season to assure that the weight standards are maintained.
- i. **IDEAL METHOD** - The ideal method of in-season weight checks can only be conducted when all playing facilities used throughout the program have indoor dressing facilities. If so, pre-game weigh-ins, in shorts conducted before every game and will be scheduled so they are completed not later than fifteen minutes before kickoff, medical scale will be used, if not available, a lesser scale may be used if its accuracy can be checked against a weight of value.
- ii. **ACCEPTABLE METHOD** - The following alternate method of in-season weight check (uniform and equipment allowance) shall be used where dress facilities are not available.
- iii. A weight allowance shall be established for the wearing of the uniform and protective equipment that will then be subtracted from the player's total scale weight. In case marginal overweight or marginal underweight, the team shall be entitled to a strip weight, in shorts, of the player concerned. Strip weight checks will be conducted in dignity, away from unnecessary personnel.
- iv. To facilitate the weigh-in process, the scale can be set up along "pass" or "fail" limits, i.e. be capable of preset to balance at the maximum and minimum allowable for the particular division of play. In this way, a line of players step onto the scale and have their weights quickly judged falling at or below the maximum. Next, the scale can be rebalanced at the minimum "pass" weight so players can be judged to weigh at or above the minimum weight. For judging a play weight, all weights shall be rounded to the nearest full pound i.e. a player weighing less than 1/2 pound above a full pound will be rounded down, while a player at or above 1/2 pound will be rounded up.
- v. The following weight allowances for the wear equipment and uniform shall be used. All weights are without helmet. Cold climate areas: add 1 pound to all weights given wearing full sleeve cotton jersey with undergarment.
  - 1. MITEY MITE 7 lbs.
  - 2. Junior Peewee & Peewee 8 lbs.
  - 3. Junior Midget & Midget 9 lbs.
- vi. **CHALLENGE METHOD**- Weight check by challenge or other than above prescribed methods is not acceptable.
- vii. **INTEGRITY OF WEIGH-IN**- Once a weigh-in has been conducted, no equipment shall be exchanged.
- viii. **i) IN-SEASON WEIGHT INCREASE** - The allowable increase in maximum weight for any division of play shall be calculated as follows, beginning with the first regular season game:
  - 1ST WEEK 0 LB.
  - 2nd week 1 lb.
  - 3rd week 2 lbs.
  - 4th week 3 lbs.
  - 5th week 4 lbs.
  - 6th week 5 lbs.
  - 7th week 6 lbs.
  - 8th week 7 lbs.
  - 9th week 8 lbs.
  - 10th week 9 lbs.No more than nine (9) pounds may be added to the maximum weight after the tenth week.

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- h. At pre-game weigh-in, check for any artificial or induced method of weight reduction of heavy weights. This is illegal. A player shall be considered ineligible if it is found that steam room cabinets, rubber sweat suits or similar devices and/or medications have been used.
- i. Each player shall be allowed only one weigh-in at each scheduled pre-season, regular season, or post-season game. There will be no re-weighing of players who do not qualify at the initial pre-game weigh-in.
- j. Player should be weighed in pound increments. Example: If a player weighs more than 120 lbs. but less than 120 1/2 lbs., weight is 120 lbs.
- k. Players ineligible to play may remain with the eligible players in the players' area during the game, after removing shoulder pads.
- l. The Assistant Game Commissioner or the Home Game Commissioner at the pre-game weigh-in will operate the scale in the presence and under the supervision of the Game Commissioner.
- m. If a player listed on the Statistician Report is not playing in the game, state the reason in the column labeled "Reason Out".

## P. Cheer and Dance participants

- a. The cheer/dance squad team book(s) are to be turned over to the Game Commissioner prior to the start of game.
- b. Immediately following the players' weigh-in, the **Game Commissioner** will take attendance and initial each ID card, including coaches' ID card, and Commissioners' ID card. Spirit participants should line up in alphabetical order and present themselves to the game commissioner certifying the book.
- c. If an injury or disciplinary action occurs during game conditions, it will be noted on the game report.
- d. Cheer/dance participants not present at the time attendance is taken may not cheer the first half. If a cheer/dance participant arrives prior to the end of the second quarter they may participate during the second half, providing the Game Commissioner is notified and the ID card initialed accordingly.
- e. Every squad shall have at least one adult coach as head coach (21 years old or older). After the first 12 participants (including mascots) there must be an assistant volunteer coach (18 years old or older) for every 12 participants.
- f. **If a cheer/dance squad does not have sufficient adult coaches, the squad or squads may not participate during the game.**

## Q. PROCEDURES DURING THE GAME

- a. Inside the 25 yard markers and within the coaches' box on the playing field, in addition to the players, each team may have, only rostered personnel wearing appropriate field tags. See also, Requirement for Field Identification Cards.



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b. Cheer/dance participants may be within five (5) yards of the playing field, but may not be within the 25-yard markers. **The exception to the "25 yard markers rule" will be those fields with suitable space behind the football player's bench (e. g. fields having a running track around the field). In these cases, the cheer/dance participants may cheer within the 25-yard markers, BUT MAY NOT be inside the football player's "box".**

c. The Game Commissioner may ask the officials to penalize the team that fails to maintain control after one (1) warning. The Head Coach for each team/squad must maintain control over its coaching staff and spectators during the game. Failure to maintain spectator and/or coaching staff control in pre-game, game and post-game situations could lead to an extreme penalty such as suspension and / or game forfeiture.

d. The Game Commissioner shall personally check with medical personnel on all injuries. If an injury report is filled out, the information must be listed on the game report and the signed injury report(s) sent along with the game report.

e. Maintain a record of score by quarters (not a running score) and record final score on game report.

f. As noted in the PWLS Official Rules: **Rule 24: RADIOS AND COMMUNICATION DEVICES – No Radios or other communicative devices shall be allowed during game situations to relay information to the coaching staff on the sidelines.** This includes the use of Cellular Telephones. Teams violating this restriction will be subject to disciplinary action 7. Games may be videotaped but videotapes cannot be shown at half time, per Regional Rules.

g. If a problem arises call the League Commissioner of the given division.

h. Absolutely no smoking, using smokeless tobacco, possession or use of alcoholic beverages, possession or use of illegal substances is allowed on the field, bench area or half-time area. Please also refer to the rules for use of the given practice, game, or competition facility.

## R. **POST GAME REQUIREMENTS**

. Record in full detail all football game violations and/or suspected game violations and/or any comment from the coaches and/or officials on game report **including any incidents involving cheer/dance participants.**

a. Complete Commissioner's Game Report and mail on Monday, with statistician and injury reports, to designated division League.

b. The Home Association is responsible for reporting game scores to: ????????

c. All scores **MUST BE RECEIVED BY SUNDAY AT 6:00PM.**

d. All Games Reports, Injury Reports, and Statistician Reports shall be filed with the League Commissioner.