

Southwest Washington Pop Warner League, Inc.
Standard Operating Procedures
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Southwest Washington Pop Warner League, Inc.
Standard Operating Procedures

League Structure and Divisions of Competitions

Adopted: January 12, 2009

SOP 001

Revised: March 28, 2011

Purpose:

The purpose of this procedure is to document the Leagues structure and for Divisions of Competitions.

Responsibility:

The League Commissioner and Board of Directors are responsible for maintaining and enforcing this procedure.

Procedure:

League

The Southwest Washington Pop Warner League (SWWA PW) is composed of individual Associations. Each Association is governed by set of Bylaws and Articles of Incorporation, has elected officers, of which the President is a member of the SWWA League Board of Directors.

The SWWA PW League Board of Directors elects a President, Vice President, Secretary, Cheer Director, Football Director and Treasurer. The President who is granted the authority to manage the daily affairs of the League in accordance with its Bylaws, Standard Operating Procedures, and with assistance of the elected officers and appointed staff, is authorized to take whatever steps are deemed necessary to meet the objectives of the SWWA PW League

In cases where formal inquiry relative to rules and regulations is needed, Association members should first contact your local Association representative. If you are not satisfied with the results, you are then encouraged to contact the League.

Divisions of Competition

- A. The League Scheduler and Commissioner will annually present to the Board of Directors the most advantageous Division structure that would benefit the entire League based on the following criteria.
 1. The Board of Directors shall vote annually on the assignment to Divisions by Associations Team win/loss record.
 2. Movement from one Division to another shall be one level only. Associations may move up a Division with the approval of the SWWA PW League President.
 3. Associations may be moved up or down a Division dictated by their prior season win/loss performance and their ability to compete.
 4. Associations **must** move up a Division of play under the following conditions:
 - a) Two League Championships within an Association in the prior season
 - b) One Regional Championship in the prior season
 - c) One of their Teams wins a National Championship in the prior season

Southwest Washington Pop Warner League, Inc.
Standard Operating Procedures
Participant Release & Boundaries

Adopted: January 12, 2009

SOP 002
Revised: July 11, 2010

Purpose: Establish the procedures to release an Out of Area participant

Responsibility:

The Conference Commissioner and the Board of Presidents are responsible for enforcing and maintaining this procedure.

Definitions:

Out of area is defines as a participant who resides out of his home association geography boundaries.

Procedure:

1. Out of Area participants subject to release may not be assigned to a roster without prior authorization of the appropriate Association President
2. Participants must register with the Association in whose geographical area they reside.
3. An Association may release a participant to another Association by completing the release statement on the Standard Player Contract (SPC) prior to the participant's League Certification.
4. A participant participating with a Team/Squad out of their geographic area is an ineligible player for that team unless formally released by the Association holding boundary rights to the area in which the participant resides.
5. A participant once released may continue to participate for the foreign Association throughout their Pop Warner career or may return to their home association during any subsequent season. Once a participant returns to his geographical or home association he may not play for the foreign Association again without another release.
6. When a participant has been participating with one Association and moves into another Association's territory, that participant will be treated as if they have an authorized release.
7. Releases may not be granted to a participant certified to a current season team/squad roster,

except when:

1. A participant whose official residence changes, after being certified, from one Association's geographical area to another Association's geographical area, is allowed to join the new association's team, of the same division, if space is available on that roster. For documentation, the old Association will complete the "drop" procedures and the new Association will complete the "add" procedure.
 2. A participant who accepts a position with a "new" Association loses any right to play for the "old" Association in subsequent years without an out of area release.
1. Releases for Participants on teams/squads not offered by the Participant's Geographical Association:

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Participant Release & Boundaries

Adopted: January 12, 2009

SOP 002
Revised: July 11, 2010

- a. If a Participant by reason of age or weight cannot play on a team/squad available within their geographical Association, that participant can participate anywhere within the Conference; but only on a team/squad level not available within their boundaries.

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Adopted: January 12, 2009

SOP 002
Revised: July 11, 2010

Date _____

Permission is requested for *(player's name)* _____ to play for the...

___ Cowlitz County Pop Warner

___ East County Pop Warner

___ Evergreen Pop Warner

___ North County Pop Warner

___ Vancouver Pop Warner

...association for the *(year)* _____ season only.

****Reason for requested variance *(to be completed by applicant)***

Associations Involved (Please Print)

Name: _____

Name: _____

Signed: _____

Signed: _____

Title: _____

Title: _____

Outgoing _____

Incoming _____

League: _____

League: _____

SWWA USE ONLY

Approved Denied

Notes

Name _____

Date _____

Signature _____

Title _____

Southwest Washington Pop Warner League, Inc.
Standard Operating Procedures
Admission of Prospective Associations

Adopted: January 12, 2009

SOP 003
Revised: July 11, 2010

Purpose:

The purpose of this procedure is to document the League policy and procedures with respect to the Admission of Prospective Associations.

Responsibility:

The League Commissioner, duly appointed League Executive, or committee, **and** the Sponsor Association President are responsible for maintaining and enforcing this procedure.

Definitions:

This policy defines the requirements for consideration of Prospective Associations, and establishes requisite deadlines for submission of: 1) paperwork, including Association structure, maps, census reports, working agreement/authorization from municipal or school district agencies, budgets/financial plans;

Procedure:

1. Prospective Association must file in writing, “Intent to Participate” to the League Commissioner by **U.S. Mail**, or **Overnight Delivery** within 30 days prior to affirmation from the President’s Board. Failure to meet this filing deadline will terminate any further consideration for the current season. THERE SHALL BE NO EXCEPTIONS.
2. Upon receipt of “Intent to Participate” and posting of Bond with the League Commissioner, the Commissioner will notify the Prospective Association of Initial Acceptance, and mail the “Prospective Association Packet” to the named individual at the address as submitted on the “Intent to Participate”, within (5) five business days.
3. The Prospective Association ***must*** complete and submit **ALL** required applications and reports within the 30 day intent period. Documents required:
 - a. Corporation Documentation
 - i. Articles of Incorporation, or proof of submission to the State of Washington Office of Corporations
 - ii. Association By-Laws and Standard Operating Procedures
 - iii. Tax Payer Identification Number, or proof of submission
 - iv. Community affiliation(s) of Prospective Association
 - v. Association Structure/Chain of Command
 1. Complete list of Corporate Officers
 - a. Names, Addresses, Phone numbers and email addresses
 2. Background check
 - a. Minimum of ‘Megan’s Law’ or similar plus one additional and California Identification, or similar
 - vi. Five Year Plan of Development, Growth, and Sustainability
 - b. Boundaries
 - i. Maps of City, or prospective area of Association
 - ii.** Clear, written description in support of above maps

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Admission of Prospective Associations

Adopted: January 12, 2009

SOP 003
Revised: July 11, 2010

- c. Facilities
 - i. Identification of sites
 - 1. Permanent Physical Address
 - 2. Mailing Address
 - 3. Game field(s)
 - a. Name, Address and Contact person
 - 4. Practice fields(s)
 - a. Name, Address and Contact person
 - ii. Letter of Authorization/Working Agreement for facilities use
 - 1. Official Municipal or School District Letterhead
 - 2. Dates and hours of use
 - 3. Guarantee of use in inclement weather
 - 4. Rental fees
 - a. Fields
 - b. Locker rooms
 - c. Restrooms
 - d. Scoreboards
 - e. Public address system
 - f. Snack bar
 - g. Other municipal or school district buildings
 - h. Storage facilities
 - i. Equipment; blocking/tackling sleds, mats, other
 - 5. Custodial fees
- d. Census
 - i. City, or prospective area population
 - 1. Total area population
 - 2. Boys ages 5-13
 - 3. Girls ages 5-13
 - ii. Documented Economic history of area
 - iii. Documented "Need of Service"
 - iv. Identification of neighboring associations
 - 1. Affiliation, (Pop Warner, PAL, other)
 - 2. Statement of Negative/Positive Impact
 - a. Prospective Association
 - b. Neighboring Association
- e. Financial Plan
 - i. Current/Previous Year's Budget
 - ii. Upcoming Year's Budget
 - 1. Income sources
 - a. Registration Fees

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Admission of Prospective Associations

Adopted: January 12, 2009

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Revised: July 11, 2010

- b. Sponsorships
- c. Donations
- d. Grants
- 2. Expenditures
 - a. Equipment
 - b. Uniforms
 - c. Rent and Utilities
 - d. Office Supplies
 - e. Fees
 - i. National
 - ii. Regional
 - iii. Referees
 - f. Insurance
 - i. Liability
 - ii. Medical
 - iii. Director and Officer
 - iv. Equipment
 - v. Other
 - g. Other

Southwest Washington Pop Warner League, Inc.
Standard Operating Procedures
Official Certification

Adopted: January 12, 2009

SOP 004
Revised: July 11, 2010

Purpose:

The purpose of this procedure is to document the League's policy with respect to **Official Certification for all participants.**

Responsibility:

The Commissioner and Board of Directors are responsible for maintaining and enforcing this procedure.

Procedure:

A. Early Certification:

- A.1 By July 1, the League will set the time and location that it will conduct early certification. **Early certification will be held the weekend of final book certification in August. Each team/squad will be able to early certify a maximum of two (2) participants per team and two (2) per spirit squad at early certification.** Once certified at early certification the participant will not be re-certified for any reason. The President or Head coach **MUST** be present with the participants and the Early Certification form must be completed and signed by the Association President (EXHIBIT "A" ATTACHED).
ADDITIONAL EARLY CERTIFICATION WILL BE DONE AT A COST OF \$15.00 PER PARTICIPANT AND MUST BE PAID AT TIME OF CERTIFICATION.

B. Official Certification:

- B.1. By July 1, the League will set the time and location that it will conduct certification. Certification will be conducted as listed in the official Southwest Washington Pop Warner Calendar. All participants will be certified on the same day.
- B.2. The Head coach is required to arrive at certification one hour prior to their assigned time. This will be for the final review of the Teams or Squad book.
- B.3. **THE PLAYERS MUST BE IN SHORTS, T-SHIRT AND SOCKS. NO STRIP WEIGHT WILL BE ALLOWED. THIS WILL ALLOW THE WEIGH-IN PROCESS TO MOVE EXTREMELY FAST.** Each Participant will be checked prior to entering the holding area. If they are not in shorts they will be moved to the end of the line until they have proper attire. **NO PARTICIPANT WILL STRIP BEYOND GYM SHORTS.**
Any player not in shorts will not be certified at this time and the Association will be fined \$50.00 per team.

C. Certification Process:

Head Coaches you must read this document and follow each instruction.

<u>FINAL CERTIFICATION IINSTRUCTIONS</u>

C.1. Team check in: - Station 1

Upon arriving one hour (1) prior to your certification time, Head Coaches with the team Book will report to the check-in station. When books have cleared the check-in station, teams will be assigned a Number for final certification staging.

C.2. Staging: - Station 2

From the check in station, teams will report to the certification Staging area, accompanied by Head Coach & two assistants. Please keep all players quiet and orderly. Spirit Squads must refrain from cheering. Teams that cannot remain quiet and orderly will be asked to leave the staging area, and will be assigned the next staging number from the check in area. We will not tolerate noise! **Any Individual not on the official roster must stay out of staging area.**

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Official Certification

Adopted: January 12, 2009

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Revised: July 11, 2010

C.3. Participant Order:

Arrange all participants in alphabetical order by Last name, Older/Lighter first in alphabetic order by Last name.

C.4.Final Certification Station 3 (SUBJECT TO CHANGE DUE TO LEAGUE ONE SOFTWARE)

C.1 Spirit Squads:

When the Commissioner verifies the identity of the Participant, the workstation operator will record final certification status, and that participant is required to leave the certification area and return to the staging area.

C.2 Football Players:

All players will be dressed in shorts, t-shirt, and socks. No strip weight will be allowed. The weigh master will first verify the participant's identity. When identification has been verified, the weigh master will instruct the football player to step on the scale. The weigh master will then measure the participant's exact weight. If a participant passes the weight requirement, the workstation operator will record final certification status, and that participant is required to leave the certification area and return to the staging area.

C.5. Rosters and MPR Forms (Check Out Area is where the Football players are being weighed.) Station 4

When all participants are certified, the **Head Coach** or the designee will report to the Check out area and sign for Official Rosters, Final schedule and MPR forms.

D. Late Certification:

D.1 LATE CERTIFICATION if any, will be determined by the conference commissioner

D.2 THERE WILL BE NO EXTENUATING CIRCUMSTANCES ACCEPTABLE.

D.3 Late Certification will cost \$15.00 per Individual

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Official Certification

Adopted: January 12, 2009

SOP 004
Revised: July 11, 2010

Southwest Washington Pop Warner League, Inc.
EARLY/LATE CERTIFICATION
APPROVAL FORM

Association: _____

Team Name: _____

CIRCLE ONE DIVISION: TM MM JR.PW P.W. JR. MIDGET MIDGET

PARTICIPANTS NAME

REASON FOR EARLY CERTIFICATION

1. _____

2. _____

ADDITIONAL EARLY CERTS & ALL LATE CERTS REQUIRE \$15.00 CHECK AT TIME OF CERTIFICATION

3. _____

4. _____

5. _____

APPROVALS:

ASSOCIATION PRESIDENT: _____ **DATE:** _____

HEAD COACH: _____ **DATE:** _____

DEPUTY COMMISSIONER: _____ **DATE:** _____
(To be signed at Certification)

1. IF THE ABOVE INFORMATION OR APPROVAL IS NOT COMPLETE THE PARTICIPANT WILL NOT BE CERTIFIED

2. DOCUMENTATION REQUIRED: PARTICIPANT CONTRACT, MEDICAL RELEASE, BIRTH CERTIFICATE, NATIONAL ALL-AMERICAN APPLICATION, SCHOLASTIC ELIGIBILITY FORM OR REPORT CARD.

3. PRESIDENT AND HEAD COACH MUST ATTEND WITH PARTICIPANT FOR CERTIFICATION.

MAXIMUM OF FIVE (5) CERTIFIED PER SEASON PER TEAM OR SPIRIT SQUAD.

Southwest Washington Pop Warner League, Inc.
Standard Operating Procedures
Mandatory Play Rule (MPR)

Adopted: January 12, 2009

SOP 005
Revised: January 10, 2011

Purpose: The purpose of this procedure is to document the League's requirements for completing Minimum Play Rule (MPR).

Responsibility: The Commissioner and Board of Presidents are responsible for enforcing this procedure.

Definition: Rostered players mean eligible players after pre game weigh-ins

Procedure:

- A. All players shall receive their mandated plays by the end of the third quarter, unless participant is injured (once removed due to injury cannot re-enter game) or under disciplinary action. If players have not, they must enter the game at the start of the fourth quarter, and must remain in the game until they have received their required number of plays for the game.
- B. At the 2 minute break between the 3rd and 4th quarter the MPR Monitors and Head Coaches are to review the MPR status.
 - a. **Compliance with the MPR requirements is the sole responsibility of the Head Coach. If a player does not get their required number of plays the game will be forfeited. Disciplinary action will be taken by the League according to the Pop Warner Administration Manual. There will be no exceptions.**
 - b. If there is a dispute between the MPR monitor and coach, the **MPR monitor records are official** and the coach must abide by them.
 - i. If the Head Coach decides not to abide by the MPR records and does not play the player he forfeits the game and the Head Coach will be suspended immediately. There will be no exceptions.
 - ii. The Coach will have the right to appeal the forfeit and suspension to the League, WHO WILL REVIEW THE TAPE, PROVIDING THERE IS AN EXISTING TAPE. To do so he/she must provide videotape that clearly shows that the player in question did meet the MPR requirements. If the appeal is successful the forfeit and suspension will be reversed.
- C. The Coach will not be able to delay the game or modify this procedure for any reason. (I.e. He cannot wait until an exchange of the football.)
- D. **The player or players who failed to meet the MPR requirement must start the next game and play double the Mandatory play rule for that game.**
- E. The following shall be the mandatory play rule for all Southwest Washington Pop Warner teams and shall be followed without exception. The Team size is based on the number of eligible players that are **ELIGIBLE AFTER PRE-GAME** weigh-in.

16 - 25 Players = 10 plays	26 - 30 Players = 8 plays	31 - 35 Players = 6 plays
----------------------------	---------------------------	---------------------------
- F. **MPR plays must be from the line of scrimmage. Kickoffs, extra points and free kicks cannot be used in fulfilling the MPR requirement.**
- G. A play will not count toward fulfillment of the MPR if the play results in a penalty and the down is replayed.

The easiest way is to determine is if the down marker CHANGES it is a MPR play.

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Standard Operating Procedures
Mandatory Play Rule (MPR)

Adopted: January 12, 2009

SOP 005
Revised: January 10, 2011

- H. All participants shall be provided their mandatory plays by participating in an **Active-play without the intent to minimize the action or integrity of the plays.** Plays such as, but not limited to, having the center snap the ball to the quarterback, and then the quarterback falling to the ground, while substitutes (MPR Players) are playing the other positions, these type of plays shall NOT be considered as an active play.

Guidelines for completion of Mandatory Play Rule Monitoring Form

General Guidelines:

It is mandatory to have At LEAST two people working TOGETHER to complete the MPR form. At a minimum, the actual Monitor, who completes the form, and a Spotter, to identify and call off the numbers of the players to the Monitor. Ideally, the team would consist of three people – the Monitor and spotter from the opposing team and a spotter/assistant from the “home” team, to assist in spotting and is who is knowledgeable of the different teams (i.e. offense and defense starters, 2nd team offense, defensive subs, etc).

This form will be considered complete only after it has been dated, signed by representatives of both teams, and the final score of the game has been recorded, for all levels and divisions excluding Tiny -Mite

MPR Monitor Requirements:

The preferred method of completing the MPR form is simple and straightforward. When a player enters the game, put a slash (/) in the first box corresponding to jersey number. Do this for all players entering or on the field for the first play after the kickoff. AFTER the play is completed (assuming no penalty – in which case the play does not count if the penalty is accepted) move down the list and put a (\) through the box, completing the box with an X. Unless there are substitutions, go down the list and put a slash (/) next to each X, preparing for the next play. If any substitutions are made, slash the subs box. Follow this procedure for each play. As a defensive or offensive team goes through a series of downs, generally there will be three or four X’s for each series. By the end of the first quarter, the majority of the starters will be done, in most cases, allowing you to concentrate on the so-called MPR players.

CHECK MARKS ARE NOT ACCEPTABLE, since there is no way to properly account for penalties or substitutions. Use of check marks will lead to inaccuracies and/or incomplete monitoring. It is vital that all MPR monitors understand that they MUST be fair and accurate in their job performance. To do otherwise reduces the level playing field for both teams and creates problems.

Coach Guidelines:

In order to assist the MPR monitor and smooth out the process, the following guidelines are strongly suggested:

Color code or mark your MPR Form to clearly indicate starters with one color (highlighters are great)

Color code your MPR players – they are usually the players you are most concerned with Use a different color for offense and defense and subs. Most teams send in a 2nd offense as a group. Having a color coded MPR form makes it much easier for the MPR Monitor to identify and mark accurately. This is in YOUR BEST INTEREST to do so. Don’t worry about identifying your MPR players to the opposition. Most likely, they already know, and certainly will know by halftime. Supply your assistant, who stays with the MPR Monitor, with a NUMERICAL ORDER listing for each group that you send in. Put in numerical order from low to high, as well as position next to the number.

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Standard Operating Procedures
Mandatory Play Rule (MPR)

Adopted: January 12, 2009

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Revised: January 10, 2011

Suggestion:

Starting Offense,
Starting Defense,
2nd Team Offense

Misc. subs

In addition, it is useful to provide a list, or diagram, BY POSITION, for those players you are most concerned about for MPR. That way, the Monitor can more easily recognize if a specific player is, in fact, on the field.

Having the list in numerical order will vastly improve the process, rather than trying to randomly call out numbers as players are identified.

The easier you make the process for the monitor, the easier it is for you and your team.

Reducing errors is good for all teams.

IMPORTANT:

Remember that the MPR Monitor is part of YOUR team.

Compliance:

Compliance with SOP 005 is the sole responsibility of the Head Coach of the team.

Even if the team has an association representative that normally handles MPR forms on the coaches behalf, the Head Coach will still be held ultimately responsible for making sure that he and his / her team has complied fully with this SOP.

The head Coach must make sure that the MPR is Complete, including witness signatures or initials, final game score and date of the game played.

It is also the responsibility of the Head Coach to assure that the MPR's for his/her team are forwarded to the League Athletic Director by the following Monday, at 5 o'clock pm. Penalty for non-compliance of any part of this SOP, may result in discipline up to and including suspension of the Head Coach

Any MPR forms not turned in at the end of season may also result in the team being removed from League level post-season competition.

Southwest Washington Pop Warner League, Inc.
Standard Operating Procedures
Lopsided Games Violations

Adopted: January 12, 2009

SOP 006
Revised: March 7, 2011

Purpose:

The purpose of this procedure is to document the League policy and procedures with respect to Lopsided Score and Violations, and to stop teams from running up the score.

Responsibility:

The League Commissioner and Board of Directors are responsible for maintaining and enforcing this procedure

Definitions:

Exceeding the Lopsided Score Rule is defined as scoring of any kind once the running clock has been placed in effect for that game

RELATED DOCUMENTS: SOP 007 Score Differential and Lopsided Score, Rule 22; Scores – Pop Warner Rule Book.

Further explanations and or clarifications are as follows:

- a. Once the Lopsided Score Rule is in effect there shall be no further scoring of any kind. [I.e. making an extra point]. , by the winning team.
- b. Once the Lopsided Score Procedures are in effect, any further scoring by the winning team, before the opposing team comes within 28 points, may be considered a violation and result in a suspension of the Head Coach for a minimum of one week from all contact and or association with the team, as well as any and all Pop Warner events and / or activities including the next game.

Procedure for Notifying League Official

- a. Head Coach from both teams and the Association Board Member at the game **MUST** send an explanation report to the League Athletic Director by the following Monday, at 5 o'clock P.M.
- b. The explanation **MUST** detail the score just prior the start of the running clock.
- c. The explanation **MUST** further explain what methods were used to prevent the Lopsided Score from occurring.
- d. If the reports and explanations are not sent in to the League Athletic Director by the following Monday, at 5 o'clock P.M., the offending Head Coach will be suspended for that week and the next game.
- e. If the losing coach, or association does not submit a complaint / report to the League Athletic Director by the following Monday, at 5 o'clock P.M., the incident may be ignored, unless the point spread is 33 or higher, or investigation is deemed necessary by the League Executive Board of Directors.

Southwest Washington Pop Warner League, Inc.
Standard Operating Procedures
Score Differentials

Adopted: January 12, 2009

SOP 007
Revised: March 7, 2011

Purpose:

The purpose of this procedure is to provide a program for the League to follow as it pertains to the Lopsided score rule.

Responsibility:

The League Commissioner and Board of Presidents are responsible for maintaining and enforcing this procedure.

Definition:

Score Differential is when the Lopsided Score procedures has begun [Running Clock]

RELATED DOCUMENTS: 2009 SOP-008 SOP 006 Lopsided score violations, Rule 22; Scores - Pop Warner Rule Book.

Lopsided/Intentionally Run Up Scores:

- 1) Any time a team goes up by 28 points or more, the following will occur:
 - a) 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. It cannot revert to a game clock operation for the remainder of the game.
 - b) Once 28-point difference is obtained between the two opponents, the winning team cannot pass the ball or run sweeps outside the tackles. If the winning team fails to abide by this rule, each violation will be a loss of down and a 5 yard penalty. This is at the discretion of the game referee. If at any point during the remainder of the game the point difference drops below 28 the clock will continue running; however regular rule would apply, i.e. teams would not be required to run between the tackles etc.. If a 28-point difference is reached again, PW Rule 22 stipulations i.e. running between the tackles etc. would take effect.
 - c) There will be no blitzing by either team while the lopsided rule is in effect.
 - d) There will be no on-side-kicks at kickoff.
 - e) The winning defense team cannot advance a fumble or pass interception. The ball is blown dead immediately. The winning team may start play action from this point.
 - f) 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 suspension of the head coach if found guilty.
 - g) Any coach who employs plays without the intent to maximize the action of play shall be in violation of this rule.
 - h) The teams are still required to complete the Mandatory Play Rule, (as per SOP 005).
 - i) An investigation may be conducted if a game ends with a score differential of 28 points or more.
 - In the event of additional scoring by the winning team, after the lopsided rule has taken effect, the League Athletic Director shall appoint an investigator, to determine whether or not the score has been intentionally run-up. The investigator shall use the written statements provided by the head coaches involved as well as the association board member at the game in question, (as per SOP 006), and / or, at his discretion:
 1. Contact the Head Coach of the winning team to ask what steps he took to keep the score lower.
 2. Contact the Head Coach of the losing team to get his statement.

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Score Differentials

Adopted: January 12, 2009

SOP 007
Revised: March 7, 2011

If the two statements are in agreement, the matter shall be closed, as it comes under the category of lopsided score. If the two statements are in disagreement, the League shall conduct a full investigation.

INVESTIGATION:

The League 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 the winning team toward the coaching staff of losing team.
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? If yes, when? Against what team? Did you win or lose? What was the final score?
5. What actions were taken by the coaching staff of the winning team to prevent additional scoring once the lopsided rule was in effect?
6. In retrospect, is there anything you feel could have been done to prevent the additional scoring once the lopsided score rule was in effect?

Based upon the answers to the foregoing questions, the League 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.

Southwest Washington Pop Warner League, Inc.
Standard Operating Procedures
League Scheduling Requirements

Adopted: January 12, 2009

SOP 008
Revised: January 10, 2011

Responsibility:

The Conference Commissioner and the Board of Presidents are responsible for enforcing and maintaining this procedure.

Procedure:

A. LEAGUE SCHEDULING REQUIREMENTS:

1. **The League Schedule may not be changed, without written approval of the League Commissioner, after the schedule has been submitted to the Associations and the Referees for scheduling.**
2. Teams scheduled to play an opponent team from an Association, in a division where the association has failed to form an opponent team, will receive a bye for the scheduled game.
 - a. The League scheduler will attempt to reschedule "fill" the bye game with a team from the League that will not play the team with a bye more than once.
3. A "Tie" Game may stand as a Tie, tie games may also be played out to a maximum of two overtime periods, using Washington State High School Football Rules regarding overtime play. This option of playing overtime is at the sole discretion of the home association executive board representative on site in conjunction with the Head Referee, and may be dependent on schedule of following games and lighting.

B. FIELD USE REVOKED

The following guidelines will be followed with regards to home fields and weather conditions:

1. Each Association is responsible to provide a field for their home games.
2. The Home Associations must be prepared to arrange for a back up field, if their school officials cancel a game due to rain or any other circumstances.
3. If they fail to do so or the visiting team cannot provide a back up then both Associations will be given a "tie".
4. For the purpose of the standings, ties are considered a half game win, but not a loss.
5. If the home team refuses to relocate the game, then they will receive a loss while the visiting team will receive a win.
6. When field use permission is revoked for reasons beyond the control of the host organization, and not due to weather conditions:
 - a. Written proof must be provided from the host association to the League President that field use permit was revoked by the school, school district, or community.
 - b. **The League Referee Coordinator MUST be notified** at the earliest possible moment to notify the appropriate Referee organizations. Failure to contact the League Referee Coordinator may result in game cancellation resulting in a tie or forfeit, payment to referees for late cancellation, or both.
 - c. The host team must notify the visiting team by 12:00 pm the **day prior** to a scheduled game if an alternate site has been arranged. The visiting team must agree to play the game at the alternate site, and the home team must have arranged for referees.
 - d. The visiting team may agree to play at an alternate location, but is not required to accept an alternate location if notified after 12:00 pm the **day prior** to a scheduled game.

Southwest Washington Pop Warner League, Inc.
Standard Operating Procedures
Field Personnel Dress Code

Adopted: July 11, 2010

SOP 009
Revised: March 7, 2011

Purpose:

The purpose of the procedure is to document the League policy and procedure with respect to attire to be worn by on field personnel on “Game Day” while on the playing field, or any other Pop Warner sanctioned competition.

Responsibility:

The League Commissioner and Board of Presidents are responsible for maintaining and enforcing this procedure.

Definitions:

This policy defines the expected dress code for all field team staff on the playing field, except, MPR personnel and Chain Gang.

Procedure:

All football coaches, cheer coaches and support personnel (including coach trainees & student demonstrators) will be required to wear Khaki-style, color-coordinated shorts, pants and/or skirts, of like color, along with blouse or a collared shirt of “matching” team colors. Cheer personnel may also choose to wear coordinated team warm ups, provided they are similar color & style as the participant warm-ups and match the other coaches from that team. Cheer coaches will wear athletic shoes or other dress appropriate footwear (low heels, pumps, flats, boots, etc) at any event where the squad is performing. Flip-flops, sandals, Crocs, or other similar casual footwear (including any open-toed footwear) will be not allowed at any time.

All team personnel should make every effort to present the most respectable, professional image possible when representing their team and/or Pop Warner at all times.

Southwest Washington Pop Warner League, Inc.
Standard Operating Procedures
Identification

Adopted: July 11, 2010

SOP 010
Revised: July 11, 2010

Purpose:

The purpose of this procedure is to detail the League's requirements for Coaches pictured Identification Cards.

Responsibility:

The League Commissioner and the Board of Presidents are responsible for enforcing and maintaining this procedure.

Procedure:

The following procedure will apply for Coaches picture Identification cards.

- A. The League will issue to all League Executive Board Members, a "Southwest Washington Pop Warner Identification Card" and holder. Staff holding dual positions will be issued only one ID card.
- B. The Association Presidents will issue to all Association Executive Board Members, and Rostered Coaches an "(Association) of Southwest Washington Pop Warner Identification Card" and holder. Staff holding dual positions will be issued only one ID card.
- C. The individual is responsible for permanently affixing a current, 1½" X 1½" photo to the I.D. badge, as well as providing the same photo to their association / league to be attached to their current application form.
- D. The League President will Issue to all association Presidents the current design of I.D. Badges to be used for that season before August 1st.
- E. The Identification card with the **INDIVIDUAL'S PICTURE ATTACHED** will serve as an admission pass for all League events.
- F. Coaches on the sideline must have an identification card for that division of play and team.
- G. If there is no picture of the individual attending the event on the Identification card, then it will not be acceptable and the individual will be charged the admission fee to all league events.
- H. All Roster coaches that do not have their picture Identification card **will not be allowed** on the sideline with the team. There are no exceptions.

Southwest Washington Pop Warner League, Inc.
Standard Operating Procedures
Filming / Scouting

Adopted: January 12, 2009

SOP 011
Revised: July 11, 2010

Purpose:

The purpose of this procedure is to outline the League policies for the Associations wishing to film for the purpose scouting.

Responsibility:

The League Commissioner and Board of Directors are responsible for maintaining and enforcing this procedure.

Procedure:

The philosophy of Pop Warner is to ensure that its participants have fun, are in a safe environment and have a life building experience. The philosophy also emphasizes that the game remain secondary. Therefore the following policy applies.

Scouting/ Filming

- **In an effort to keep everyone on an equal playing field the following filming/scouting guide lines will apply.**
 1. **Any Association wishing to scout or film games may do so from the stands ONLY and not in the end zone or from on the track.**
 2. **The scouting of any practice is strictly prohibited.**
 3. **Any Filming of practices MUST have expressed consent from Head Coach of the squad being filmed**

Southwest Washington Pop Warner League, Inc.
Standard Operating Procedures
Sideline Photographers

Adopted: July 11, 2010

SOP 012
Revised: July 11, 2010

Purpose:

The purpose of this procedure is to document the League policy and procedures with respect to Sideline Photographers

Responsibility:

The League Commissioner and Board of Presidents are responsible for maintaining and enforcing this procedure

Definitions:

This policy defines who is allowed on the sidelines to take photographs of any games.

Procedure:

- A. The League will authorize photographer passes for an association's use of still photography. The Association president may authorize no more than one photographer pass per team. At no time will there be more than two photographers on the field; one from the Home team and one from the Visitor team. Photographers not in possession of a League photographer pass are not allowed on the field or sidelines and must take all photos from the stands. Passes shall be obtained from the Association Presidents.

- B. The League may authorize its representatives sideline access for photos at any game.

Southwest Washington Pop Warner League, Inc.
Standard Operating Procedures
Radios and Communication Devices

Adopted: January 12, 2009

SOP 013
Revised: July 11, 2010

Purpose:

The purpose of the procedure is to document the League policy and procedure with respect to radios and communication devices on the playing field.

Responsibility:

The League Commissioner and Board of Presidents are responsible for maintaining and enforcing this procedure.

Definitions:

This policy defines the non use of radios and communication devices on the playing field.

Procedure:

No radios or other communicative devices (cell phones, Bluetooth devices, earpiece devices, camera phones, camera video, digital camera, iPods or other electronic devices) shall be allowed during games situations to relay information to the coaching staff on the sidelines.

Cell phones should not be utilized and Bluetooth devices and earpiece devices removed from the ear. This applies to all sideline personnel, including coaches, chain gang and other Association members assisting the team.

Southwest Washington Pop Warner League, Inc.
Standard Operating Procedures
Noise Making Devices

Adopted: July 11, 2010

SOP 014
Revised: July 11, 2010

Purpose:

The purpose of this procedure is to document the League policy and procedures with respect to noisemakers

Responsibility:

The League Commissioner and Board of Directors are responsible for maintaining and enforcing this procedure

Definitions:

This policy defines the type of noisemakers allowed at a Pop Warner event.

Procedure:

- A. The following noisemakers are prohibited at any SWWA Pop Warner event (football or spirit event.)
- Air Horns
 - Bull Horns
 - Unapproved amplifying devices
 - Any air powered device (other than human voice)
 - Any device with an output measuring more than 85db (other than human voice)

Any person(s), regardless of affiliation, found to be in violation of this policy will be asked to immediately vacate the property of Pop Warner event.

Association of person(s) violating this policy may be disqualified from said Pop Warner event, and/or fine \$100.00 per offense by SWWA League.

Southwest Washington Pop Warner League, Inc.
Standard Operating Procedures
Sportsmanship Policy

Adopted: January 12, 2009

SOP 015
Revised: July 11, 2010

Purpose:

Provide a sportsmanlike environment for League Activities.

Responsibility:

The League Commissioner and Board of Presidents, as well as all Pop Warner participants and spectators, are responsible for maintaining and enforcing this procedure.

Definition:

Sportsmanship is defined as a person who can take a loss or defeat without complaint, or victory without gloating, and who treats their opponents with fairness, courtesy, and respect.

Procedure:

Associations of the League are committed to providing a sportsmanlike environment for its participants, coaches and spectators.

A. The Coach

The Coach bears the greatest burden of responsibility for sportsmanship. The influence of the coach upon the attitudes and behavior of the players, the team and his/her Pop Warner program is unequalled. In order for sportsmanship to become a reality, it is essential that the coach, subscribe to the values of sportsmanship and teach its principles through his/her own words and actions.

The Coach Should

1. Always set a good example for others to follow.
2. Teach the value of honest effort to conform to the spirit, as well as the letter, of the rules.
3. Instruct the players in their sportsmanship responsibilities.
4. Be an accommodating host to opponents: treat them as a guest.
5. Respect the judgment of the officials and their interpretation of the rules. Public protest can only lead to similar behavior by players and spectators.
6. Publicly shake hands with the officials and the opposing coach before the contest. After the contest, congratulate opposing coach and team on a good effort.
7. Be sensitive to score and game conditions so as not to embarrass or belittle an opponent.
8. Influence and help control the reactions of the Pop Warner spectators.

B. The Athletes

The responsibility of the athletes for sportsmanship is second in importance only to the coach. Because athletes are admired and respected, they exert a great deal of influence over the actions and behavior of the spectators.

Southwest Washington Pop Warner League, Inc.
Standard Operating Procedures
Sportsmanship Policy

Adopted: January 12, 2009

SOP 015
Revised: July 11, 2010

The Athletes Should

1. Accept seriously the responsibility and privilege of respecting their Pop Warner team and community.
2. Treat opponents with the respect that is due them as guest and fellow competitors.
3. Shake hands with opponents and wish them good luck before the contest.
4. Offer assistance during a break in game action to an opponent who has fallen.
5. Exercise self-control at all times, accepting coaches and officials' decisions and abiding by them.
6. Respect the judgment of the officials and their interpretations of the rules. Never argue or make gestures indicating dislike for a decision.
7. Allow the captains to be the only team member on the field to communicate with the officials regarding the clarification of a ruling.
8. Accept both victory and defeat with pride and compassion: never be boastful or bitter.
9. Congratulate the opponents in a sincere manner following either victory or defeat.
10. Cooperate with the coach and fellow athletes in trying to promote sportsmanship.
11. Welcome the opportunity to discuss the rules and strategies of the contest with parents and friends, so they can better understand and appreciate the finer parts of the game.
12. Never taunt an opponent or celebrate an accomplishment in such a way as to "show up" the opponent, demonstrate a lack of respect, or provoke another or its spectators.

The Spirit Leaders Should

1. Work with moderators to design standards of desirable behavior for the leaders and spectators cheering section.
2. Select positive cheers, which praise their own team without antagonizing their opponents.
3. Make spirit signs that are positive in nature and do not refer to the opposing team.
4. Use discretion in selecting when to cheer. Give the opposing teams' spirit leaders equal opportunity to execute their cheers.
5. Give encouragement to injured athletes and recognition to outstanding performances for either team.
6. Assist in reminding the spectators of good sportsmanship and that the reputation of the Pop Warner program depends largely upon the behavior of its participants at athletic contests. It should be emphasized that no derogatory remarks or booing should be made at any time

Southwest Washington Pop Warner League, Inc.
Standard Operating Procedures
Sportsmanship Policy

Adopted: January 12, 2009

SOP 015
Revised: July 11, 2010

7. Always maintain enthusiasm and composure, especially in trying circumstances, remembering responsibilities for leadership.

C. The Spectators

Spectators share a significant responsibility for sportsmanship. Their habits and reactions determine the quality of sportsmanship, which reflects upon the reputation of the Pop Warner Association they are supporting.

The Spectators Should

1. Know and demonstrate the fundamentals of sportsmanship.
2. Respect, cooperate and respond enthusiastically to spirit leaders.
3. Censure fellow spectators who display negative behavior.
4. Respect the property of the Pop Warner game site and the authority of the Pop Warner officials.
5. Show respect for an injured athlete when he/she is removed from the contest.
6. Respect the judgment and strategy of the coach.
7. Never heckle members of the opposing team.
8. Never criticize the athletes or coaches for the loss of the contest.
9. Never use profane language or obnoxious behavior, which are contrary to sportsmanship.
10. Never participate in any act of vandalism.
11. Remain in the stands or spectator area; never enter the athletic field.

D. The Pop Warner Administrators and Game Management

The administrators and Management must establish the importance of the fundamentals of sportsmanship in the minds of their entire Pop Warner program, community and all those associated with any activities of the program. The quality of the sportsmanship displayed at athletic contests reflects the leadership provided by the administration.

The Pop Warner Administrators and Game Management should

1. Maintain order and enforce sportsmanlike behavior.
2. Provide sufficient supervision for all football games, and Pop Warner Events.
3. Pursue avenues for proactive promoting of sportsmanship (e.g. pre-game gatherings with opposing coaches and administrators).
4. Be sure all parents thoroughly understand what the Pop Warner program expects of its athletes and its spectators.
5. Take responsibility to inform parents and spectators of acceptable and unacceptable behavior and insure that all spectators abide by these expectations.
6. Support and encourage Pop Warner programs designed to enhance the understanding of sportsmanship.
7. Insure that all coaches have a primary concern with the Pop Warner objectives and well being of the participants.

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Standard Operating Procedures
Sportsmanship Policy

Adopted: January 12, 2009

SOP 015
Revised: July 11, 2010

E. The League Commissioner / President

The League Commissioner / President Should

1. Communicate to the officials association the sportsmanship code and expectations of the League.
2. Foster good working relationships between the Pop Warner Associations so they can resolve issues arising from athletic competitions.
3. Foster League-wide education about sportsmanship.
4. Pursue avenues for proactively promoting positive sportsmanship throughout the league.
5. Regularly place sportsmanship concerns on the agenda at the league meetings.

Pop Warner Little Scholars Inc and The Southwest Washington League Board of Directors are committed to the development of good sportsmanship. Both The Pacific Northwest Region and The League have a “Zero Tolerance Policy” which will be strictly enforced against all un-sportsmanlike conduct issues. Sportsmanship, respect, and knowledge of the rules go hand in hand in the development and well-being of our Pop Warner athletes. Take the commitment to sportsmanship very seriously within the League and the Region, and we will surely promote the values that it stands for.

Southwest Washington Pop Warner League, Inc.
Standard Operating Procedures
Illegal Substance

Adopted: July 11, 2010

SOP 016
Revised: July 11, 2010

Purpose:

The purpose of this procedure is to detail the League responsibilities and actions when dealing with individuals found using, or in the possession of, or under the influence of illegal substance and or alcohol, and to establish guidelines to ensure that we provide a safe and substance free environment for our Head Coaches, Staff members, Spectators, and Participants.

Responsibility:

The League Commissioner and the Board of Presidents are responsible for enforcing this procedure.

Definition:

An Illegal Substance is defined as being in the possession or under the influence of any controlled drug or substance as defined or identified by the Washington State penal code or the Washington Department of Health and welfare, and or any alcoholic beverage. This definition does not apply to drugs or controlled substance, which are prescribed by a licensed physician, and being used in the manner in which they are prescribed, by the person they are prescribed to.

Procedure:

The State of Washington as well as Southwest Washington Pop Warner's Code of Conduct clearly states that alcoholic beverages and the possession of, or use of any illegal substance at any Pop Warner event are **PROHIBITED**. If any one is found to be under the influence of, or possessing any illegal substance, or alcoholic beverage, the following actions will take place:

1. The Association Board member will have the individual(s) removed from the event immediately and contact the local law enforcement authorities if necessary.
2. The Association Board member will report the individual(s) to the Association President and the League Commissioner immediately, but in no case later than twenty-four hours after the event
3. The individual(s) using or under the influence of illegal substance will be suspended from any and all Pop Warner events for a minimum of one year.

Southwest Washington Pop Warner League, Inc.
Standard Operating Procedures
Ejections

Adopted: January 12, 2009

SOP 017
Revised: July 11, 2010

Purpose:

The purpose of this procedure is to document the League positions on ejection from a game.

Responsibility:

The League Commissioner and Board of Directors are responsible for maintaining and enforcing this procedure.

Definition:

Individual is defined to mean; a Coach, Participant or Spectator.

Procedure:

The following guidelines will be followed with regards to Ejection's. An individual ejected from a game by a game Officials will be subject to the following penalties:

1 - Coaches:

1. First Offense:

- 1.1 Association Presidents are required to report all ejections to the League President via email within forty eight hours (48) of the ejection. If not reported \$100.00 fine will apply.
- 1.2 Suspended from all team activities for one week and for the next scheduled game.
- 1.3 The Head Coach is required to submit a written explanation of the ejection to the League President within forty eight hours (48) of the ejection. **If this is not done the Head Coach will be suspended for the balance of the season.**

The League President will review ejections and if found to be flagrant the suspension may be extended.

2. Second Offense:

- 2.1. Association Presidents are required to report all ejections to the League President via email within forty-eight hours (48) of the ejection. If not reported \$100.00 fine will apply.
- 2.2. Suspended from all team activities for the remainder of the current season
- 2.3. The team is placed on PROBATIONARY STATUS for the remainder of the current season.
- 2.4. An individual suspended may return the following year under a probationary status.

3. Third Offense: (While on Probation) .

- 3.1. Association Presidents are required to report all ejections to the League President via email within forty-eight hours (48) of the ejections
- 3.2. Suspended from all league activities for life.
- 3.3. The team is placed on PROBATIONARY STATUS for the remainder of the current season.
- 3.4. When an individual is ejected from a game by an official while his team is on probation, that team is disqualified from all post season games for the current season.

2 - Participants:

1. First Offense:

- 1.1 Association Presidents are required to report all ejection to the League President via email within forty eight hours (48) of the ejection. If not reported \$100.00 fine will apply
- 1.2 Suspended from all team activities for one week and for the next scheduled game and placed on probation for the balance of the season.
- 1.3 The Head Coach is required to submit a written explanation of the ejection to the League President via email within forty eight hours (48) of the ejection. If not reported \$100.00 fine

Southwest Washington Pop Warner League, Inc.
Standard Operating Procedures
Ejections

Adopted: January 12, 2009

SOP 017
Revised: July 11, 2010

will apply. **If this is not done the Head Coach will be suspended for the balance of the season. .**

2. Second Offense:

- 2.1 Association Presidents are required to report all ejections to the League President via email within forty-eight hours (48) of the ejection. If not reported \$100.00 fine will apply.
- 2.2 Suspended from the team for the balance of the season.
- 2.5. The team is placed on **PROBATIONARY STATUS** for the remainder of the current season.
- 2.3. An individual suspended may return the following year under a probationary status.
**Per the Pop Warner rules and regulations you cannot protest an official's call.
Therefore there will be no protests allowed on ejections.**

Southwest Washington Pop Warner League, Inc.
Standard Operating Procedures
League Play-offs and Championships (Football)

Adopted: March 28, 2011

SOP 018
Revised: March 28, 2011

Purpose:

The purpose of this procedure is to document the Leagues structure for football championship, and play-offs.

Responsibility:

The League Commissioner and Board of Directors are responsible for maintaining and enforcing this procedure.

Procedure:

League Champions will be determined as follows:

- 1) All regular season League games will count toward League rankings, (inter-league games do not).
- 2) The number of Teams entering League playoffs shall be based on the number of competitive teams within a Division of Competition. The numbers shall be based on Teams within a Division of play. Match-ups for all Divisions of Competition will be 1 vs. 4, 2 vs. 3 whenever possible.
- 3) Each team that enters the season will be required to participate in the League playoffs if eligible.
- 4) A team may be considered ineligible if the Head Coach has failed to provide any of his/her MPR forms during the regular season.
- 5) Rankings will be determined by win / loss percentage (within the SWWA league if inter-league games have been played)
 - a) Ranking (*Seeding*) Tie Breaker

Each tie will be broken by using the tie-breaking criteria below to determine the top seeded team in each Division of Competition as follows:

- (1) Head to Head
- (2) Common Opponents
- (3) Coin Toss

3 Way Ties Will Be Broken By A 3 Way Coin Flip.

The League shall ask for a representative from each team to flip a coin simultaneously, then show the coin. The results from the 3 way coin toss shall be as follows;

- 1. Odd man represent slot 3.**
- 2. The remaining tie will be broken using the Tie Breaker system listed above.**

In the first round 1st place Teams may be given a bye to facilitate the most competitive playoff structure.

League Championship play will be a two consecutive week championship play-off Structured as follows;

Week 1	Week 2	
1 st vs. 4 th	win 1-4 vs. win 2-3	Winner - Champion / Loser 2 nd place
2 nd vs. 3 rd	loss 1-4 vs. loss 2-3	Winner - 3 rd place / loser 4 th place

This Structure will be used for all divisions.

Southwest Washington Pop Warner League, Inc.
Standard Operating Procedures
League Play-offs and Championships (*Football*)

Adopted: March 28, 2011

SOP 018
Revised: March 28, 2011

Referee Crews will be at least Four Referees per crew for all 11 man tackle games, flag games will be at least two officials.

Higher seeded team will be Home team, lower seeded team will be Visitor.

All field / track area will be closed to all spectators, only Coaching staff, with proper I.D., rostered participants, MPR and Chain crew, and League officials will be allowed on the field or track area, as per SWWA SOP010.

On field team staff will be limited to 10 personnel, not including 2 MPR monitors per team or chain crew. All on field personnel, not including MPR monitors and chain crew will be required to abide by the Dress Code, set forth in SWWA SOP009.

Competing teams will not be allowed to warm-up, or “wait” on field or track area until previous game has ended.

SWWA league will designate a Weigh master, and a person for Cheer certification. For football weigh in, this will be considered end of season weights.

SWWA league will designate a “Chain Crew” for all Play-off / Championship games, except Flag games. Chains will be worked on visitor side of field.

Tackle Football Overtime:

In the event of a tie score after regulation play, overtime will be played in accordance with Washington State High School Football Rules, (NFHS), as follows;

(Kansas Rules):

COIN TOSS FOR OVERTIME

The coin toss will be held 3 minutes before the start of the game. At the coin toss, the visiting team captain shall be given the privilege of calling heads or tails before the coin is tossed. The winner of the toss shall be given the choice of offense or defense, or of designating the end of the field at which the ball will be put in play. The referee will indicate the winner of the toss by placing a hand on his shoulder. To indicate which team will go on the offense first, the referee will have the captains place their backs to the goal line they will be defending and then give the first down signal toward the defense goal line indicating that the offense will be going that way. If another series must be held for a second overtime period the choice will rotate, thus the referee and all officials must be aware of who won the first choice. Each .team will always have the same three options in all overtime periods. When the score is tied at the end of the fourth quarter, the referee will instruct both teams to return to their respective team boxes. There will be a 3-minute intermission during which both teams can confer with their coaches. All officials win assemble at the 50-yard line to review the overtime procedures. The sideman will go to the team on their Side of the field to inform the coaches that time outs do not carry forward and that they have one time out per overtime. The Sidemen will escort the respective team captains for the coin toss.

Southwest Washington Pop Warner League, Inc.
Standard Operating Procedures
League Play-offs and Championships (Football)

Adopted: March 28, 2011

SOP 018
Revised: March 28, 2011

TEAM TIME-OUTS AND DETERMINING THE FINAL SCORE

Each team shall be permitted one time-out for each extra period. The team scoring the greater number of points in the overtime shall be declared the winner. The final score shall be determined by totaling all points scored by each team during the regulation and overtime period.

STARTING THE 1ST OVERTIME PERIOD WITH TEAM A SERIES

To start the 1st overtime, the offensive team shall put the ball in play, 1st and 10 on B's 25-yard line anywhere between the inbounds lines. Team A shall have a series of four downs. The series shall be terminated by any score by A, if B has possession at the end of any down, or A has failed to make the line-to-gain. Team A shall be awarded a new series when:

- a. They make the line-to-gain.
- b. By rule on any penalty which includes a new first down.
- c. Team A recovers a scrimmage kick (field-goal attempt) between the goal lines

After it has been touched by B beyond the neutral zone if team A scores a touchdown in the 1st overtime period, it is entitled to the opportunity for a try. A field-goal attempt is permitted during any down.

1ST OVERTIME PERIOD WITH TEAM B SERIES

After Team A has completed its series, Team B will become the offensive team with the ball in its possession at the 25-yard line on the same end of the field.

ADDITIONAL OVERTIME PERIODS

If the score remains tied after each team has been given one series, the procedure shall be repeated with another period until a winner is determined. There will be a 2 minute intermission during which the loser of the coin-toss will be given first choice of the options for the 2nd overtime and the choice will rotate with each overtime period. The 2nd overtime period will begin 1st and 10 for Team A on Team B's 25-yard line. Beginning with the 3rd overtime all NFHS overtime rules will apply.

Flag Football Overtime:

In the event of a tie score after regulation play, overtime will be played in accordance with the following procedures;

OVERTIME PERIODS FOR FLAG FOOTBALL

The coin toss will be held 3 minutes before the start of the game. At the coin toss, the visiting team captain shall be given the privilege of calling heads or tails before the coin is tossed. The winner of the toss shall be given the choice of offense or defense, or of designating the end of the field at which the ball will be put in play. The referee will indicate the winner of the toss by placing a hand on his shoulder. To indicate which team will go on the offense first, the referee will have the captains place their backs to the goal line they will be defending and then give the first down signal toward the defense goal line indicating that the offense will be going that way. If another series must be held for a second overtime period the choice will rotate.

STARTING THE 1ST OVERTIME PERIOD WITH TEAM A SERIES

To start the 1st overtime, the offensive team shall put the ball in play, 1st and Goal on B's 20-yard line anywhere between the inbounds lines. Team A shall have a series of four downs. The series

Southwest Washington Pop Warner League, Inc.
Standard Operating Procedures
League Play-offs and Championships (*Football*)

Adopted: March 28, 2011

SOP 018
Revised: March 28, 2011

shall be terminated by any score by A, if B has possession at the end of any down, or A has failed to make the line-to-gain. Team A shall be awarded a new series when:

- a. By rule on any penalty which includes a new first down.

1st OVERTIME PERIOD WITH TEAM B SERIES

After Team A has completed its series, Team B will become the offensive team with the ball in its possession at the 20-yard line on the same end of the field.

TEAM TIME-OUTS AND DETERMINING THE FINAL SCORE

Each team shall be permitted one time-out for each extra period. The team scoring the greater number of points in the overtime shall be declared the winner. The final score shall be determined by totaling all points scored by each team during the regulation and overtime period.

ADDITIONAL OVERTIME PERIODS

If the score remains tied after each team has been given one series, the procedure shall be repeated with another period until a winner is determined. There will be a 2 minute intermission during which the loser of the coin-toss will be given first choice of the options for the 2nd overtime and the choice will rotate with each overtime period.

Southwest Washington Pop Warner League, Inc.
Standard Operating Procedures
Football Jersey Specifications

Adopted: February 28, 2011

SOP 019
Revised: February 28, 2011

Purpose:

The purpose of this procedure is to document the Leagues guidelines and expectations for football jersey design.

Responsibility:

The League Commissioner and Board of Directors are responsible for maintaining and enforcing this procedure.

Procedure:

1. Jersey Specifications

- A. A jersey, unaltered from the manufacturer's original design/production, with clearly visible and legible Arabic numbers 1-99 inclusive on the front and back which shall be long enough to reach the top of the pants and shall be tucked in if longer.
- B. The numbers shall be centered horizontally at least 8 inches and 10 inches high on front and back, respectively, and with bars or strokes approximately 1½-inches wide. Color and style of the number shall be the same on the front and back.
- C. The body of the number shall be either a color(s) contrasting with the jersey color, or the same solid color(s) as the jersey with a minimum of one border that is at least ¼-inch in width of a single solid contrasting color.
- D. Players of the home team shall wear dark jerseys and players of the visiting team shall wear light-colored jerseys. The visiting team is responsible for avoidance of similarity of colors, but if there is doubt, the referee, and/or League Board of Directors representative may require players of the visiting team to wear helmet covers of contrasting color, to the helmet, in the event neither team has sufficient alternate uniforms available.

NOTE: An American flag, not to exceed 2 by 3 inches may be placed on the right side chest, opposite of the Pop Warner patch. Also if American flag is to be worn on the right sleeve it must be mirror image so that the stars field leads the stripes. All other logos, or insignias from sponsors, commemorative, or memorial patch, not to exceed 4 square inches and with written League approval, may be worn on either sleeve of the jersey provided neither the flag nor any other patches interfere with the visibility of the numbers.

2. Team Colors

- A. Team Colors for upcoming season will be approved by majority vote of League Board of Directors and League Board of Presidents annually, at the first League Board meeting of calendar year.
- B. Approval for team colors and trim colors will be considered binding for the duration of calendar year in which vote took place until such vote is held again.

Enforcement:

Deviation of SOP 019 may result in forfeiture of contest by offending team. Multiple violations may result in discipline of offending teams association President up to and including dismissal.