



2022

**GREATER JACKSONVILLE
POP WARNER FOOTBALL
CONFERENCE**

LEAGUE MANUAL

www.jaxpopwarner.com

| DOCUMENT CHANGE HISTORY | | |
|-------------------------|------------------|--|
| Date | Page # paragraph | Change Description |
| January 17, 2019 | | Initial document |
| June 26, 2019 | 1 | Changed date to 2019 |
| June 26, 2019 | 2 | Added Document Change History Page |
| June 26, 2019 | 4 | Update team composition to include Age Based |
| June 26, 2019 | 6 | Updated MM to add regional championships |
| June 26, 2019 | 7 | Updated Participant book order |
| June 26, 2019 | 8 | Updated OGC pay scale to reflect new contract |
| June 26, 2019 | 10 | Added Age Based teams to playing times; updated tie breaker statement (deleted MM) |
| June 26, 2019 | 10-11 | Updated Traditional weigh in and Age Based check in procedures |
| July 9, 2019 | 11 | Changed alphabetical to numerical for MPR sheets |
| July 9, 2019 | 11 | Updated statement of strip weight to TM can weigh in with pants with pads |
| Jan 18, 2020 | Cover | Change date to 2020 |
| Jan18, 2020 | Cover | Web site URL updated |
| Jan18, 2020 | Footer | Change date to January 2020 |
| Jan18, 2020 | 4 | Changed registration fees to \$125.00 for both FB & Spirit |
| Jan18, 2020 | 4 para 3 | Added Background affidavit and Helmet affidavit after in two places in para 3 |
| Jan18, 2020 | 5 para 5 | Updated after 'to' each fundraising event. Added new sentence: Records of fundraising are the sole responsibility of the associations but must be available upon request. |
| Jan18, 2020 | 6 | Delete - Cut players must be within the participant's boundary area, or a waiver is required. |
| Jan18, 2020 | 7 – Registration | Add - Penalty – if any of the above criteria are not met the Head Coach will immediately be suspended pending a hearing. |
| Jan18, 2020 | 8 para 1 | Update 'the Greater Jacksonville Pop Warner Board' add new sentence - Any teams who do not participate in the Jamboree will not be permitted to play in a preseason exhibition (practice game). |
| Jan18, 2020 | 10 2nd bullet | <ul style="list-style-type: none"> Update to read - ...game (delivered to City of Jacksonville Parks & Recreation – 214 N Hogan St Jacksonville, FL) emailed to infor@jaxpopwarner.com. |

| DOCUMENT CHANGE HISTORY | | |
|-------------------------|---------------------------|---|
| Date | Page # paragraph | Change Description |
| Jan18, 2020 | 10 3 rd bullet | A completed protest form and a \$50.00 protest fee (refundable only if the protest is achieved) (Online invoice will be emailed once protest form is received.) |
| Jan18, 2020 | 11 1 st bullet | Update forfeit fees to \$172.00 and \$194.00 |
| Jan18, 2020 | 11 3 rd bullet | Fine increase to \$150 from \$100 |
| Jan18, 2020 | 13 | Updated web site URL |
| March 23, 2022 | 5 | Added playoff criteria |
| March 23, 2022 | 5 | Updated team composition |
| March 23, 2022 | 9 | Added jersey color criteria |
| March 23, 2022 | Various | Removed all references to traditional team verbiage |
| March 23, 2022 | 5 | Updated picture information for inserting into the roster software |
| March 23, 2022 | 8-9 | Updated Game Day check-in procedures |
| March 23, 2022 | 4 | Reworded fees and forms section |
| March 23, 2022 | 6 | Update Add/Drop Players – deleted school cut players |
| March 23, 2022 | 10 | Update forfeit fees |
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GREATER JACKSONVILLE POP WARNER FOOTBALL CONFERENCE
731 Duval Station Rd. Suite 107-407/ JACKSONVILLE, FLORIDA 32218

GENERAL INFORMATION

ALL REFERENCES TO ARTICLES AND RULES in this manual refer to the official Pop Warner Little Scholars rule book for football and cheer.

SPECIAL NOTE: This manual governs associations registered to play football and cheer under the Greater Jacksonville Pop Warner program. In addition to this manual, all coaches are required to know and understand the policies stated in the City of Jacksonville (COJ) Standard Operating Procedures Manual.

TEAM REGISTRATION AND CHECK-INS: Paperwork Certification for all football and cheer teams will normally occur during the second weekend of August. NOTE: No **new teams** will be allowed to register during the Jamboree.

TEAM REGISTRATION FEES:

Football - \$125.00 per team
Spirit - \$125.00 per squad

The fees cover registration and certification and must be paid at time of registration to cover National and League registration fees, as required by Pop Warner Little Scholars, Inc.

Associations will provide their own insurance as long as the coverage meets Pop Warner criteria. For those associations whose home site is on City of Jacksonville property, there may be additional requirements.

Teams starting practice on August 1 must pay all fees prior to August 1. If a team/association fails to satisfy the amount due on their account, the team/association will not be permitted to begin practice on August 1 or placed in the schedule.

Online team registrations, Background and Helmet affidavits will be submitted to GJPW via the web site. Fees and forms must be **received** prior to August 1.

TEAM/PLAYER COMPOSITION:

All associations are encouraged to field at least 3 teams.

| Level | Minimum # of players | Maximum # of players |
|----------------------|----------------------|----------------------|
| Rookie Tackle 8 on 8 | 12 | 16 |
| 6U | 20 | 28 |
| 7U | 20 | 28 |
| 8U | 20 | 35 |
| 9U | 20 | 35 |
| 10U | 20 | 35 |
| 11U | 20 | 35 |
| 12U | 18 | 35 |
| 13U | 18 | 35 |
| 14U | 18 | 35 |

PLAYOFF FORMAT/CRITERIA:

The following chart depicts playoff criteria based on the number of teams per division/level:

| Number of Teams | Eligible | Comments |
|-----------------|--------------------------------|--|
| 7 or 8 | Top 4 teams | 1 plays 4; 2 plays 3; winners play for City championship |
| 5 or 6 | 1 st place – 2 vs 3 | 1 has a bye – 2 plays 3; winner plays 1 for City championship |
| 3 or 4 | Top 2 teams | 1 plays 2 for City championship |
| 1 or 2 | Winner to Regional | If a division/level only has 1 or 2 teams they will be scheduled to play each other twice during the season with the second game considered to be the division City championship |

Playoff criteria (number of teams): 7 or 8 Top 4; 5 or 6 1st place – 2 vs 3; 3 or 4 – Top 2; 1 or 2 – Winner to Regional

IDENTIFICATION PICTURES/PATCHES: Each participant in the Greater Jacksonville Pop Warner Program must have a recent (within 2 years) identification picture taken and inserted in the roster software (Sports Connect); which in turn will be printed on the player ID card prior to certification.

ONLY SE Region PW Official ID card (stock) is acceptable and will be provided by the Greater Jacksonville Pop Warner.

Pop Warner patches **are required** on all player/cheerleader uniforms. Associations are responsible for purchasing patches. Patch request forms are located on the GJPW web site: www.jaxpopwarner.com.

SEASON: Regular season play will typically begin on Labor Day Weekend.

FUNDRAISERS: **No** team, players or coaches may collect funds from the side of the road, or in the middle of an intersection. This is prohibited in the GJPWFC program. An event request must be submitted two weeks prior to each fundraising event. Records of fundraising are the sole responsibility of the associations but must be available upon request.

TRANSFERS: Once a participant has registered and practiced with an association, he or she may not transfer to another association without prior approval from GJPWFC.

ADD/DROP PLAYERS: A team may add participants to its certified roster as long as said roster was certified below the maximum number permitted, or to replace those originally certified and no longer on the team for any valid reason.

All teams must have active status in PW roster system by the first Monday in October. The League cutoff date for adding a participants to a roster is the Monday prior to the 1st Monday of October.

- If a participant is transitioning from either a school program or another football league the parent must provide the following information from a viable source: (source to be determined legitimate by the League)
 - a) Number of hours the player has conditioned in shorts
 - b) Number of hours the player has conditioned in pads
 - c) Signed and dated by the school or league official

- If a participant is **not** transitioning from either a school program or another football league he/she will have to complete the required conditioning requirements, PWLS Article 15 S7/S8, prior to participating in a game.

POP WARNER FOOTBALL RULES AND REGULATIONS

RECRUITMENT OF PLAYERS: Within its own area of jurisdiction, a team may recruit players in many different ways. Radio, social media and newspaper ads are common, as are posters and spring visits to schools. Regardless of the method(s) chosen, all recruiting messages must specify both the minimum and maximum ages and weights for the division of play, and not just the maximums. Personal solicitation of players by coaches from another association is **prohibited**.

If a coach leaves one Association to coach at another Association, no player who played at their original Association the prior year will be allowed to play for them at their new Association. Exception- Any coach who was the **Head** coach at the original association and who is going to be the **Head** coach at the new association can have their child/children play for them with an approved waiver from GJPWFC.

REGISTRATION: Individuals - a player cannot begin practice with a team until he/she has provided the required paperwork. The player must furnish the following: (1) **PLAYER REGISTRATION FORM:** A signed statement from a parent, or the legal guardian, stating that the player has his/her/their permission to play Pop Warner Football. The Greater Jacksonville Pop Warner Football Conference will supply a standard Player Contract Form; (2) **MEDICAL CERTIFICATION:** A signed original statement from an examining physician on the official Pop Warner physical form and parental consent; and (3) **PROOF OF AGE** - A certified copy of the birth certificate bearing the seal of the issuing office of the State of birth is the best guarantee of reliability of claimed birth date. Passports are also reliable. Military ID cards are acceptable. Anything used as **proof of birth date**, including photocopies of originals, are to be accepted only upon the willingness of the team administration to have its schedule forfeited should fraudulent application later be determined. It is the responsibility of each Head Coach that every player is eligible for their team by age and weight. (4) **PROOF OF SCHOLASTIC FITNESS** (includes report card & appropriate scholastic form if GPA is below 70%). The name on all certification documentation must be the same, or have official court documentation to verify the difference in names.

Penalty – if any of the above criteria are not met the Head Coach will immediately be suspended pending a hearing.

PRACTICE: See Article 15 of the PWLS rule book

8 on 8 (Rookie Tackle): See website for rules. City level completion only.

PRESEASON EXHIBITIONS: Upon the approval of the Greater Jacksonville Pop Warner Football Conference, each team will be allowed to participate in one preseason exhibition. Preseason exhibitions shall be against teams in the Jacksonville program unless approved the League. A Jamboree for all teams will be hosted by, the Greater Jacksonville Pop Warner Board of Directors, date TBD. Any teams who do not participate in the Jamboree will not be permitted

to play in a preseason exhibition (practice game). **No teams may practice or scrimmage on the date of the Jamboree.**

GAME DAY PROCEDURES: Prior to the start of any game, the following pre game procedures are **REQUIRED**. Sixty (60) minutes prior to the posted game time, coaches will be required to be at check in station where all players will be checked in by an Association Official. **NO coach may certify his /her own team. All check-in observation rights are waived if the opposing coach is not available at the prescribed check-in time.**

- **FOOTBALL / SPIRIT CHECK-IN INSTRUCTIONS:**

- An Association Officer or designated Association Official must conduct the check in. NO coach (head, assistant or other team official) may check in his/her own team.
- Each participant will be verified using the National roster and the player ID card to ensure each participant is listed as a participant on that team.
- Check all spirit participants for safety violations listed in Section VIII of the PWLS Rule Book.
- Check rosters for both teams. Each team must present an Affinity MPR roster in numerical order at the time of check in. No exceptions. Certify number of eligible players for that game day on the minimum play roster. Number of players to check in must match the number on the mandatory play roster.
- Certify the number of plays each team must have for minimum play, and initial the MPR sheet. Each team is responsible for verifying their team's MPR and certifying the opposing team MPR sheet. Each team must supply a team monitor for MPR on their sideline and have a spotter for MPR on the opposing team sideline. If a team refuses to have someone monitor MPR, then the opposing team spotter becomes the official MPR monitor and minimum play will be certified from their sheet.
- At the time of check in each coach will turn over his participant book with the names of all the players who will check in. After each player is checked the Association Official will stamp the ID card and circle "P" or "F".
- All participant books must be in the exact order outlined the GJPW website: www.jaxpopwarner.com.
- Each team must provide a completed (home or away) MPR sheet from **Sports Connect/Affinity (roster software)** in **numerical** order (home/away).

Notes: Any coach / team that does not adhere to pre-game procedures is subject to be suspended for the remainder of the season.

In addition, no complaint will be heard if these procedures were not strictly followed. If a team does not follow pre-game procedures, please notify the head official at the game site of your intent to file a complaint.

Any coach, who removes their team from the playing field during a game, prior to the official end of the game, will be automatically suspended pending a hearing before the Pop Warner Board of Directors.

- **JERSEY COLORS:**

- All teams are required to have two jerseys. See below for criteria. Team jerseys are required to be approved by the League prior to ordering.
- Players of the Home team shall wear jerseys meeting the following criteria: The body of the jersey (inside the shoulders, inclusive of the yoke of the jersey or the shoulders, below the collar, and to the bottom of the jersey) shall be **dark**.
- Players of the Visiting team shall wear jerseys meeting the following criteria: The body of the jersey (inside the shoulders, inclusive of the yoke of the jersey or the shoulders, below the collar, and to the bottom of the jersey) shall be **white** in color. The visiting team is responsible for avoidance of similarity of colors, but if there is doubt, the referee may require players of the home team to change jerseys
- The numbers shall be clearly visible and legible using numbers 0-99 inclusive and shall be on the front and back of the jersey.
- The numbers shall be centered horizontally at least 6 inches and 8 inches high on front and back, or the front number must meet a minimum of 75% of the back number
- The color and style of the number shall be the same on the front and back. The body of the number shall be either: (a) a continuous color(s) contrasting with the jersey color, or (b) 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.
- Jersey colors will be indicated on the Team Details page of the roster software (Sports Connect).

Special color jerseys, i.e., pink for breast cancer recognition may be worn; however, an email to info@jaxpopwarner.com requesting approval will be required two weeks prior to use of the jersey. If two teams are playing and have an approved requests to wear special jerseys the above rule for home/away will apply.

Note: Pop Warner Official Rules prohibit any player from participating with "00". Numbers 0-99 are acceptable.

OFFICIALS: The Officials Group of Jacksonville (OGJ) association's sole function is to cover games played within the GJPW conference and will provide the following:

Rookie Tackle (8 man) – Two Officials
 6U/7U – (11 man) Three Officials
 8U through 14U – (11 man) Four Officials

All game officials must be paid on site by the home team Association.

The officials' crew will be paid in accordance with the chart below:

| 2022-2024 GAME OFFICIALS PAY SCALE | | | | | |
|------------------------------------|-----------------|---------------|---------------|---------------|----------|
| Division | Crew Chief (WH) | Official (OC) | Official (OC) | Official (OC) | Total |
| RT (8man)* | 1 (\$35) | 1 (\$35) | NA | NA | \$70.00 |
| 6U | 1 (\$35) | 1 (\$35) | 1 (\$35) | NA | \$105.00 |
| 7U | 1 (\$35) | 1 (\$35) | 1 (\$35) | NA | \$105.00 |
| 8U | 1 (\$50) | 1 (\$45) | 1 (\$45) | 1 (\$45) | \$185.00 |
| 9U | 1 (\$50) | 1 (\$45) | 1 (\$45) | 1 (\$45) | \$185.00 |
| 10U | 1 (\$55) | 1 (\$50) | 1 (\$50) | 1 (\$50) | \$205.00 |
| 11U | 1 (\$55) | 1 (\$50) | 1 (\$50) | 1 (\$50) | \$205.00 |
| 12U | 1 (\$55) | 1 (\$50) | 1 (\$50) | 1 (\$50) | \$205.00 |
| 13U | 1 (\$55) | 1 (\$50) | 1 (\$50) | 1 (\$50) | \$205.00 |
| 14U | 1 (\$55) | 1 (\$50) | 1 (\$50) | 1 (\$50) | \$205.00 |

Forfeit Fees: (WH) - \$30 (OC) - \$25

**RT (Rookie Tackle levels may be either 6U or 7U)*

Payment to game officials may be made in cash, check or debit card.

If an official is not present at the start of the game, the official will forfeit first quarter fees and the association will not be required to pay for the quarter(s) missed.

A \$50.00 fine will be assessed by GJPW to the OGJ association for each official who misses an entire game.

FORFEIT FEES: A one hundred (\$100.00) fine plus official fees will be assessed to any team that forfeits a scheduled game.

- Examples
 - If a RT team forfeits, the forfeit fee is \$155.00
 - If a 6U/7U team forfeits, the forfeit fee is \$180.00
 - If a 8U-14U team forfeits, the forfeit fee is \$ 205.00
- Home Teams are still required to pay officials even if they are not the forfeit team (reimbursement will be provided)
- Any registered cheer team that does not participate in local competition will be fined \$150.00.

MANDATORY PLAY RULE (MPR): See Rule 9 of the PWLS rule book.

The right to guarantee playing time may be denied a player for disciplinary reasons. Provided the reason(s) are the result of violation(s) of team or Greater Jacksonville Pop Warner Football Conference policy. Team Policies must be made known in the preseason to all players, coaches and parents and apply to all players.

BOWL GAMES: See PWLS Rule 28.

There will be no bowl games on the date of our championship weekend or any Greater Jacksonville Bowl Games.

PLAYING RULES AND EXCEPTIONS: All games in ALL divisions will be played under FHSAA/Pop Warner rules with the following exceptions:

- The FHSAA numbering system is encouraged, but will not be mandatory. Note: "0 & 00" are illegal and shall not be worn.
- Rookie Tackle (all levels) are 10 minute quarters with a running clock
- 6U/7U are 22 minutes halves with a running clock
- Quarters are 10 minutes for 8U through 14U.
- If a game ends in a tie score, then the teams will use the Kansas City Tie Breaker (4 downs on the 10-yard line) to determine a winner.
- Only players and coaches, displaying proper ID credentials, are allowed in the designated team area.
- Lopsided Score Report: See PWLS Rule 22 (S1)

PROCEDURE TO PROTEST: See Article 19 - S1, S2, S3 and Rule 20 - S1, E of the PWLS rule book

- Only the head coach can file a protest
- Notification of intent to protest must be received the Greater Jacksonville Pop Warner Board by noon Monday after the scheduled game emailed to info@jaxpopwarner.com.
- A completed protest and \$50.00 protest fee (refundable only if the protest is achieved) (Online invoice will be emailed once protest is received).
- If the deadline is not met the opposing coach loses the right to protest

Attachment (a)

PROCEDURE TO COMPLAIN: Only complaints provided on the attached form will be

recognized by the Greater Jacksonville Pop Warner Board. Verbal complaints will be acknowledged but no action will be taken unless the complaint is forwarded in writing.

Attachment (b)

DOCUMENTS AND FORMS: All required documents and forms are located on the GJPWFC website: www.jaxpopwarner.com

ATTACHMENTS:

(A) GJPW Protest Form

[GJPW Protest Form](#)

(B) GJPW Complaint Form

[GJPW Complaint Form](#)